R 31/2

# RETENTION TEAM MANUAL

NEWARK PUBLIC LIBRARY
APR 2 7 1988
U.S. GOVT. DOCS.
DEPOSITORY 3ZB

NAVPERS 15878G (REVISED 8/84)
S/N 0500-LP-320-0202

D 201. 6/12:

READEX MICRO best copy available

CHIEF OF NAVAL OPERATIONS

15 August 1984

To the Command Retention Team,

During this decade the Navy will go through a period of unprecedented growth in technology, size and capability. Manning the revitalized fleet and expanded Reserve force with sufficient quality and quantity of experienced people will be the most serious personnel readiness challenge we will face.

Retention is the key to meeting our manpower challenge. The Command Retention Team is the cutting edge, but requires dedicated support from the chain of command to be successful. Our civilian and military leadership is pledged to provide a stable and attractive career retention environment for our best officers and enlisted. This effort is meaningless without a positive command retention climate - loyalty, pride and professionalism throughout the chain of command. A total force effort is required to ensure we keep the very best, in the right numbers and in the right skills.

This manual provides guidance concerning retention responsibilities and serves as a basic framework upon which to build an effective retention program. Through a combination of sound guidance, leadership and command attention at all levels, we can ensure active duty and Reserve force requirements are met with career-motivated, quality people.

JAMES D. WATKINS
Admiral, U.S. Navy



Reverse Blank

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20370

THE RETENTION TEAM MANUAL (NAVPERS 15878G)

Copies of this manual in excess of requirements shall be returned to the Chief of Naval Operations (OP-136). Forward Milstrip Requisition DD1348 for additional copies to the Commanding Officer, Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120. Address requests for an increase in distribution of this manual and future changes to the Chief of Naval Operations (OP-136) furnishing justification. Include SNDL list number on all requests for additional copies or deletion from distribution.

Reviewed and approved by:

A. J. Herberger

A. J. HERBERGER
Rear Admiral, U. S. Navy
Director, Military Personnel
Policy Division (OP-13)

**********

# RECORD OF CHANGES - RETENTION TEAM MANUAL

| CHANGE NO. | DATE OF CHANGE | DATE ENTERED | BY WHOM ENTERED |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



REVERSE BLANK

## Preface

1. The Retention Team Manual provides Command Retention Teams and Command Career Counselors the tools necessary to develop, implement, and direct an effective retention program. Easy reading, easy reference and standardized expressions have been considered in making this Manual a working document for use at all levels of the command organization.

2. Users of this Manual are cautioned that proper use of the Navy Directives System is expected and essential. Information contained in this Manual correctly reflects directives and programs effective as of date of publication. Navy Directives, however, are continuously updated, especially those concerning personnel managment, career development and retention incentives. Appropriate references are provided with each chapter. Prior to counseling members on career decisions, the user must ensure that up-to-date references are available and utilized. A three-ring binder (S/N 0500-LP-320-0211) to hold the Manual and copies of current directives is available from Naval Publication and Forms Center, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120.

3. Changes to this manual will be published on a periodic basis not to exceed one per quarter of each year. Field activities should submit change recommendations directly to Career Programs Branch (OP-136), Office of the Chief of Naval Operations, Washington, D.C. 20370.

TABLE OF CONTENTS


Chapter 1 Objectives, Organization and Responsibilities of the Retention Team

1.1 Objectives..... 1-1
1.2 Retention Team Organization..... 1-1
1.3 Responsibilities of the Retention Team..... 1-1
1.4 Personal Support Functions..... 1-3
1.5 Qualifications of Departmental/Divisional Career Counselors..... 1-4
1.6 Qualification of Command Career Counselors..... 1-4
1.7 References..... 1-4

Chapter 2 Retention Program

2.1 Identify Your Objective..... 2-1
2.2 Define Responsibilities..... 2-1
2.3 Establishing a Retention Program..... 2-1
2.4 Maintaining the Program..... 2-2
2.5 Evaluating the Program..... 2-3
2.6 References..... 2-3

Chapter 3 Counseling Methods and Techniques

3.1 Office Space..... 3-1
3.2 Place for the Interview..... 3-1
3.3 Planning the Interview..... 3-1
3.4 Scheduling the Interview..... 3-1
3.5 Conducting the Interview..... 3-1
3.6 Tickler System..... 3-3
3.7 Career Counseling Interview Records..... 3-3
3.8 Required Interviews..... 3-3
3.9 Phases of a Proper Interview..... 3-6
3.10 References..... 3-6

Chapter 4 Selective Reenlistment Bonus (SRB)

4.1 Objective..... 4-1
4.2 Eligibility Requirements..... 4-1
4.3 SRB and Public Law..... 4-2
4.4 References..... 4-2

Chapter 5 Incentive Programs

5.1 Selective Conversion and Reenlistment Program (SCORE)..... 5-1
5.2 Selective Training and Reenlistment Program (STAR)..... 5-2
5.3 Guaranteed Assignment Retention Detailing Program (GUARDIII) 5-4
5.4 Assignment to School..... 5-5
5.5 Lateral Conversion Program..... 5-6
5.6 Personnel Exchange Program (PEP)..... 5-7
5.7 Navy Nuclear Propulsion Program..... 5-8
5.8 Strategic Weapons System Training Program..... 5-9

Chapter 6 Advancements

6.1 Manuals and Directives Pertinent to the Advancement of Enlisted Personnel..... 6-1
6.2 Requirements for Advancement..... 6-1

Chapter 7 Education Programs

7.1 Navy Campus..... 7-1
7.2 Defense Activity for Non-Traditional Education Support (DANTES)..... 7-1
7.3 Enlisted Education Advancement Program (EEAP)..... 7-1
7.4 References..... 7-2

Chapter 8 Commissioning Programs

8.1 Naval Reserve Officer Programs..... 8-1
8.2 Naval Academy Program..... 8-1
8.3 Broadened Opportunity for Officer Selection and Training (BOOST) Program..... 8-2
8.4 Active Duty Chief Warrant Officer (CWO) Program..... 8-3
8.5 Active Duty Limited Duty Officer (LDO) Program..... 8-4
8.6 Chief Warrant Officer Physicians Assistant Program (PA)..... 8-6
8.7 Medical Service Corps of the Naval Reserve..... 8-8
8.8 Health Care Administration-Regular Navy..... 8-8
8.9 Medical Enlisted Commissioning Program (MECP)..... 8-8
8.10 NROTC Scholarship Program..... 8-9
8.11 Enlisted Commissioning Program (ECP)..... 8-10
8.12 Limited Duty Officer (LDO) (Aviator) Program..... 8-11

Chapter 9 Naval Reserve Program

9.1 Background..... 9-1
9.2 Organization..... 9-1
9.3 Military Service Obligation..... 9-1
9.4 Benefits..... 9-2
9.5 Retirement..... 9-3
9.6 Reserve Component-Survivor Benefits Program (RC-SBP)..... 9-4
9.7 Benefits and privileges of Naval Reservists Retired without pay..... 9-7
9.8 Benefits and Priviliges of Naval Reservists Retired with pay. 9-7
9.9 Former Members..... 9-8
9.10 Training and Administration of Reserve (TAR) Program..... 9-9
9.11 Information..... 9-9
9.12 References..... 9-9
9.13 Index of Subjects Applicable to the Naval Reserve Program Within NAVPERS 15878G..... 9-11

Chapter 10 USHBP/CHAMPUS/DEERS

10.1 Introduction..... 10-1
10.2 Eligibility..... 10-1
10.3 Defense Enrolement Eligibility Reporting System (DEERS)..... 10-2
10.4 Majorcare 90..... 10-3
10.5 Health Care Information and Assistance..... 10-3
10.6 References..... 10-3

Chapter 11 Survivor Benefits

11.1 Death Gratuity..... 11-1
11.2 Servicemens Group Life Insurance (SGLI)..... 11-1
11.3 Veterans Group Life Insurance (VGLI)..... 11-2
11.4 Dependency and Indemnity Compensation (DIC)..... 11-2
11.5 Social Security..... 11-4
11.6 Survivor Benefit Plan (SBP)..... 11-6
11.7 Miscellaneous Entitlements..... 11-7

Chapter 12 Veterans Benefits

12.1 Federal Civil Service Employment..... 12-1
12.2 Job Finding Assistance..... 12-1
12.3 Reemployment Rights..... 12-1
12.4 Unemployment Compensation..... 12-1
12.5 Small Business Loans..... 12-2
12.6 Farm and Rural Housing Loans..... 12-2
12.7 Veterans Administration Entitlement Programs..... 12-2
12.8 References..... 12-5
12.9 Government Insurance Programs..... 12-6

Chapter 13 Officer Counseling

13.1 Purpose of Officer Counseling..... 13-1
13.2 Counseling..... 13-1
13.3 Officer Interviews..... 13-1
13.4 Professional Library..... 13-1

Chapter 14 Family Counseling

14.1 Married Members (both on active duty)..... 14-1
14.2 The Navy Spouse..... 14-1
14.3 Family Service Centers (FSCS)..... 14-3

Chapter 15 Overseas Assignment Suitability Screening

15.1 Background..... 15-1
15.2 General Information..... 15-1
15.3 Selection of Personnel for Overseas Duty..... 15-1
15.4 Overseas Suitability Profile..... 15-1
15.5 Reference..... 15-1

Chapter 16 Fleet Reserve and Retirement

16.1 Fleet Reserve..... 16-1
16.2 Constructive Service..... 16-4
16.3 Computation of Retainer Pay..... 16-5
16.4 Nondisability Retirement..... 16-9

Chapter 17 Pay, Allowances and Entitlements

17.1 Background..... 17-1
17.2 Basic Pay..... 17-1
17.3 Basic Allowance for Subsistence (BAS)..... 17-1
17.4 Basic Allowance for Quarters (BAQ)..... 17-2
17.5 Tax Advantage..... 17-2
17.6 Incentive Special Pays and Allowances..... 17-2
17.7 Allowances..... 17-5
17.8 Travel and Transportation..... 17-6
17.9 References..... 17-8

Chapter 18 Career Reenlistment Objectives (CREO)

18.1 Background..... 18-1
18.2 CREO Groups..... 18-1
18.3 CREO Categories..... 18-1
18.4 Shortage Skills..... 18-1
18.5 Conversion..... 18-1
18.6 References..... 18-1

Chapter 19 Rating Entry for General Apprentices (REGA)

19.1 Background..... 19-1
19.2 Reference..... 19-1

Chapter 20 Evaluating The Program

20.1 Evaluation..... 20-1
20.2 Eligibility Compared to Actual Results..... 20-3
20.3 Command Questionnaire..... 20-3
20.4 Questionnaire for Spouses..... 20-4

Appendix A Reference Listing A-1
B Interview Schedule B-1
C Navy Lodges C-1
D Retention Materials D-1
E Fleet Reserve Check List E-1



Reverse Blank

## CHAPTER 1 OBJECTIVES, ORGANIZATION AND RESPONSIBILITIES OF THE RETENTION TEAM

### 1.1 OBJECTIVES

1. The Navy Retention Program OPNAVINST 1040.6 Has been developed to provide a means of strengthening policy and programs designed to:

a. Obtain personnel stability through the retention of top quality personnel in proper balance and required numbers.

b. Provide a means that will successfully fulfill the Navy's obligation to keep its personnel and families properly informed.

c. Provide continuing career guidance so that individuals might best develop and use their talents while in the Navy.

d. Provide a means of increasing good will and respect for the Navy by each member leaving the service thereby returning an "ambassador" for the Navy to the civilian community.

e. Provide a method by which members being separated will be influenced to actively participate in the Naval Reserve.

### 1.2 RETENTION TEAM ORGANIZATION

1. See Exibit A (pg.1-5)

### 1.3 RESPONSIBILITES OF THE RETENTION TEAM

1. Commanding Officer

a. Pursue an effective retention program utilizing the retention team concept described in OPNAVINST 1040.6, NAVEDTRA 10238 and this Manual.

b. Actively involve every level of the command structure in the retention program.

c. Ensure the proficiency and motivation of the retention team is sustained.

d. Ensure that only personnel who are fully qualified in all respects are recommended for reenlistment.

e. Accord appropriate ceremony and attention to reenlistments, advancements, awards and other ceremonies/special occasions.

2. Executive Officer (Staff Equivalent)

a. Monitor the degree of involvement, motivation and attitudes of members of the retention team and take appropriate action as necessary to ensure an effective command retention effort.

b. Schedule meetings (at least monthly) of the Command Retention Team.

c. Ensure retention team members are properly trained.

d. Provide facilities for use by retention team members.

e. Ensure appropriate communication (telephone/message) access is available to the command career counselor.

f. Coordinate and monitor the efforts of the retention team.

g. Ensure commanding officer policies relating to retention efforts are maintained.

h. Ensure the timely flow of all administrative items.

3. Command Career Counselor:

a. Organize and manage an effective retention program utilizing the "Career Information Program Management" concept.

b. Train and support the Command Retention Team

c. Report retention team activities to the commanding officer on (at least) a monthly basis.

d. Inform the commanding officer of situations which have a positive or negative impact on retention and make recommendations as appropriate.

e. Maintain command retention statistics.

f. Keep retention team members informed of changes in policy which may affect individual attitudes toward the Navy or command.

g. Maintain those publications/materials necessary to sustain an effective program.

h. Coordinate and arrange for group interviews.

i. Maintain a tickler system to ensure that all personnel are counseled.

j. Maintain liaison as appropriate to ensure that all interviews are conducted in a timely fashion.

k. Maintain liaison with wive's clubs and ombudspersons to ensure that an accurate flow of pertinent information is established.

l. Should be graduate of a Career Counselor Course and meet all requirements for NEC 9589/9588 as delineated in the NEC Manual.

4. Command Master Chief, Command Senior Chief and Command Chief Petty Officer:

a. Require senior petty officers to take an active interest in promoting awareness of retention programs and stress the value of continued Naval Service.

b. Work in close association with the Command Career Counselor to support the command's retention team effort.

c. Be personally knowledgeable of retention programs and policies.

d. Be aware of and actively participate in the attainment of retention objectives.

e. Keep the command career counselor informed of any matters or polices that may arise from special conferences and seminars which may affect retention.

5. Department Head/Division Officers:

a. Create favorable attitudes toward career Navy service.

b. Coordinate the command retention program as it pertains to the personnel of their department/division.

c. Become actively involved in personnel retention efforts.

d. Maintain retention program proficiency using established guidelines.

e. Be aware of department retention statistics and actively assist in the attainment of retention goals.

f. Ensure all individuals of the department/division are interviewed and counseled.

g. Conduct an effective advancement training program and provide for maximum examination participation of qualified personnel.

h. Ensure attendance of all Departmental/Divisional Counselors at Retention Team Meetings/Training.

6. Departmental Career Counselors: Will keep the department head and division career counselors advised on the impact that regulations or policies may have on the retention program within the department. The department career counselor will:

a. Monitor division career counselor activities and ensure that required interviews are conducted in a timely and proper fashion.

b. Advise department head/command career counselor on department retention activities and hold department retention team training.

c. Assist department head/division officer in screening of Division Career Counselors.

7. Divisional Career Counselors: The division career counselor is at the working level in the retention process, and has ready access to the feeling and the atmosphere that will allow initiation of new ideas and suggestions. The division career counselor will ensure all interviews are conducted as scheduled by the command career counselor/department career counselor and will:

a. Keep the division officer and department career counselor informed on division retention activities.

b. Hold pertinant interviews as directed by department career counselor/command career counselor.

1.4 PERSONNEL SUPPORT FUNCTIONS

The personal services provided through-out a members enlistment have a lasting effect on attitude, performance and career decisions. Providing accurate and timely professional assistance is the responsibility of the chain of command as well as the particular support functions listed below.

1. Personnel Office:

a. Expedite processing of special requests concerning Retention.

b. Promptly route all information regarding modifications to or introduction of, new matters regarding retention programs.

c. Provide command career counselor with required information to maintain command retention statistics.

d. Ensure command career counselor is on routing of daily message traffic.

e. Provide command career counselors with current copy of enlisted distribution and verification report (EDVR).

2. Disbursing Office: Compute Selective Reenlistment Bonus (SRB), submit pre-certification message request and ensure payment of reenlistment bonuses at time of reenlistment.

3. Public Affairs Office: Provide appropriate coverage, including photographs and news stories, to local and Navy news media concerning personnel who reenlist on board or receive noteworthy personal recognition.

4. Medical Department: Ensure all reenlistment physicals are completed prior to reenlistment.

1.5 QUALIFICATIONS OF DEPARTMENTAL/DIVISIONAL CAREER COUNSELORS.

1. The department head shall submit in writing to the commanding officer (via the command career counselor and the executive officer) nominations of senior petty officers as the department and division career counselors. The individuals shall be interviewed by the command career counselor and the executive officer. Recommendations shall be made to the commanding officer by the executive officer. A letter of appointment, signed by the commanding officer, designating an individual as a department or division career counselor is required.

2. In as far as possible department career counselors should be Career first class petty officers or above, and the division career counselors should be career second class petty officers or above. They should have broad experience in the Navy and should be in their second or subsequent term of enlistment.

a. They should have clearly demonstrated excellence in counseling, judgment, initiative, flexibility, objectivity, and leadership abilities.

b. Have an excellent command of the English language. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on matters of both naval and general interest.

c. Have a clear record, free from conviction by court-martial, civil court (except for minor, nonrepetitious traffic offenses), or non-judicial punishment during the previous 2 years.

d. Demonstrate stability in personal affairs without a history of severe domestic or personal problems, chronic indebtedness, or excessive use of alcohol.

1.6 QUALIFICATIONS OF COMMAND CAREER COUNSELORS

1. Qualifications for career counselors are contained in Chapter 9 of the Enlisted Transfer Manual and Article 2230180 of the MILPERSMAN.

1.7 REFERENCES:

OPNAVINST 1040.6 - Navy Retention Program
NAVEDTRA 10238 - Navy Counselors Handbook
OPNAVINST 1900.1 - Preseparation Counseling of Non-Career Personnel in Naval Reserve Programs
NAVPERS 18068D - Section II, NEC Manual (Qualifications for NEC 9589 and 9588)

# RETENTION TEAM ORGANIZATION

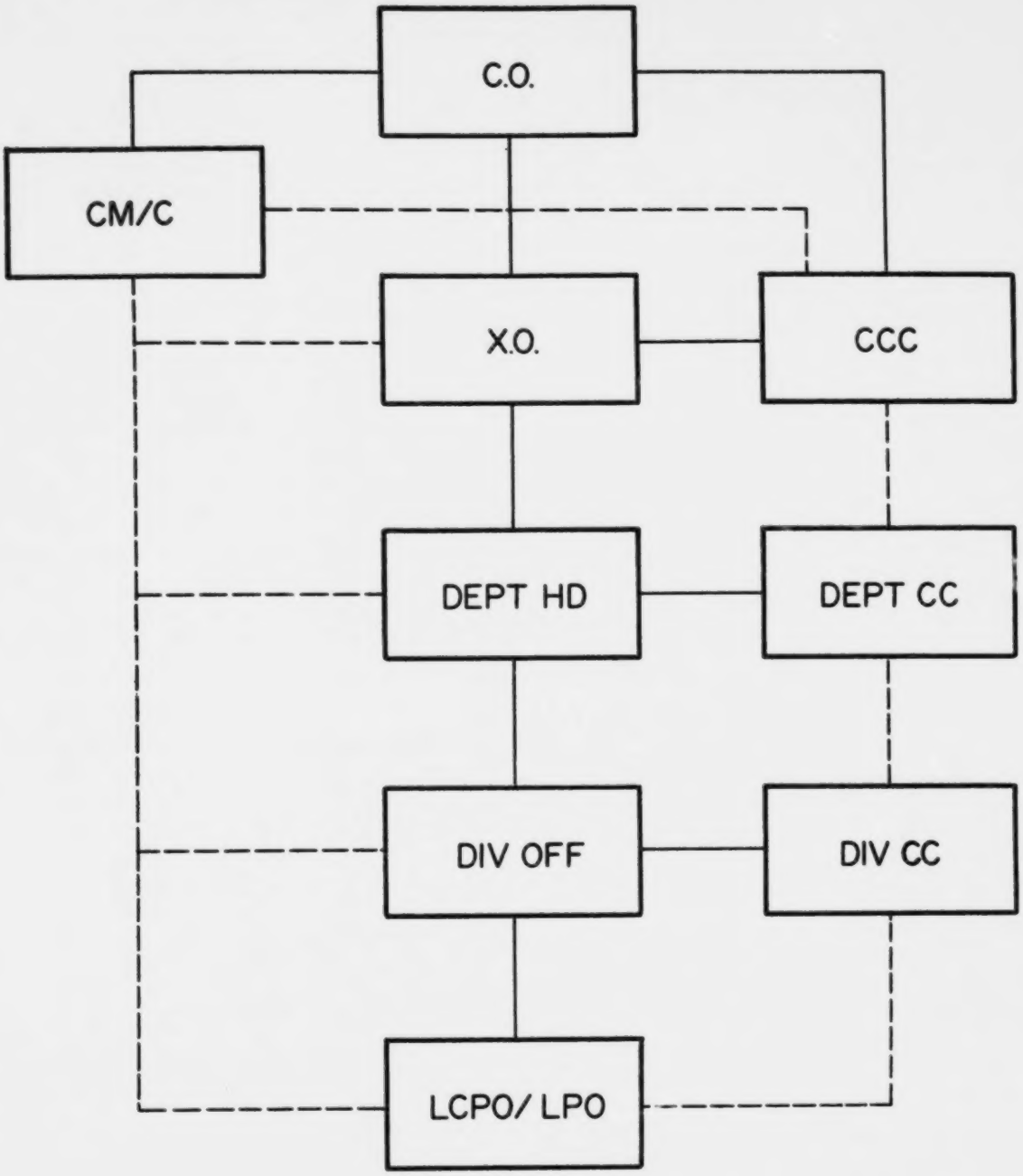


EXHIBIT A

CHAIN OF COMMUNICATIONS
——— DIRECT
------ INFORMAL



Reverse Blank

## CHAPTER 2 - RETENTION PROGRAM

The purpose of this chapter is to assist the command in establishing a retention program that will benefit all levels of command and which will be easy to maintain and evaluate. The intent is not to change existing programs that have produced good results, but rather evaluate current programs, and assist the command which is just starting a program. The information outlined in this chapter should be tailored to fit an individual command based on unit size, scheduling, etc.

### 2.1 IDENTIFY YOUR OBJECTIVE

1. Unique command situations - Each command will have unique situations due to geographical location, deployment schedules, facilities available, and other factors. A major objective is to identify these areas so you can deal with them and utilize them to your benefit. Each person who is counseled may reveal problem areas that could indicate a trend in the command retention climate. (Avoiding unique command situations can do more harm than good.) Highlight the areas where the individual can most benefit, but discuss the unpopular areas.

2. Effect a program to meet command needs - Once the problem areas have been identified and you are dealing with them, your program as a whole must meet the command needs. For example: The command's first-term reenlistments may be excellent, but the second and third term reenlistments are down. The program will require increased emphasis on second and third termers. Keep in mind your efforts in the other areas cannot slip. It is easy for one facet of the program to lose your attention when problem areas exist elsewhere. To meet the needs of the command as a whole, it is vital the system police itself through appropriate control or feedback in order to ensure all elements of the system receive necessary command interest.

3. Communication - The chain of command is the best source of communication. By providing every person in the command with updated information and the opportunity to provide feedback, a counseling program will run smoothly. Due to unique situations within a command the flow of information is not always sufficient; therefore, pass the word using all media methods available (e.g., POD, SITE/CCTV, local area papers, bulletin boards, etc.).

### 2.2 DEFINE RESPONSIBILITIES

Although Chapter 1 of this manual has defined the responsibilities and requirements of retention team members, it is vitally important to the counseling program that each of these members maintain direct lines of communications and understand the tasks of the others. With cooperation, team members can ensure all personnel will be continually counseled, personal achievements and desires will be noted and recorded, and necessary personalized service and recognition will be provided.

### 2.3 ESTABLISHING A RETENTION PROGRAM

1. Command Programs - In addition to the appointment of retention team members, defining responsibilities, and the reenlistment/incentive programs available, the command must establish programs which encourage complete command involvement. These programs will set the pace for individual participation which will, in turn, enhance the retention climate of the command. This personalized approach to retention can also improve operational readiness because of the spirit it can create.

a. During deployment - It's important to maintain the interviews and established programs, and be aware of additional concerns during deployments on the member and dependents caused by the strain of family separation.

b. When in homeport - Social functions when in homeport can provide another link for communciations. There are numerous activities the command can sponsor, depending on the facilities available at the station. Active family units can provide for an easier transition when deployments come and duty days are extended.

c. When in overseas port - A list of good restaurants, hotels, sports events and other activities can be published for the use of all hands. Command and local transportation can be organized for tours that may be offered. The important thing is command involvement in every phase of a member's career.

## 2.4 MAINTAINING THE PROGRAM

1. Updating - Even when a program is running smoothly, updating and making some changes will be required to ensure retention team success can be maintained. Frequent calls to the CNO Retention Hotline. (A/V 224-3722/3751 Commercial 202-694-3722/3751) will provide current, factual information on retention/compensation initiatives.

a. Retention Team - Providing continual contact and briefings on current benefits and programs to the entire team will reduce the time required to promulgate program changes. Since the department heads/division officers, departmental/divisional career counselors, CPO, LPO and CM/C are in touch with members each day, they can inform them of new developments. Consequently when the necessary interviews approach, retention team members can deal with people who already have some background and ideas concerning their own careers. The only ingredient remaining would be, with retention team assistance, formulating these ideas into a career plan.

b. Seminars - As necessary, (pre-deployment, post-deployment etc.), "all hands" and "small group" seminars should be held to update the command on current benefits and to advise them of proposals in the system. Accurate information is vitally important. It would be better not to discuss items which no official word has been received than to speculate on possible outcomes. Should an issue be raised in an area where limited knowledge is available, it should be addressed, but with the clear understanding the exact facts are not known and information will be passed as soon as it is received. Dependent briefs should also be held on a regular basis as a means of keeping the family involved.

c. Incorporate new ideas - As the program takes its shape, various situations will present the need for new ideas. Homeport changes or regulations can establish a different environment and present other unique command situations. To deal with this, program changes will have to be made. Chapter 20 can provide some avenues to ease the transition. Another element may appear which has potential danger to the program, old ideas running their course. Just because something has been working does not necessarily indicate it will continue to be useful. When evaluating the program, modify, change or replace ideas that have run their course. However, keep these ideas close at hand, some future need may require old ideas/programs to be reinstated.

d. Retention trip to NMPC - If funds are avialable, periodic trips to NMPC will be an asset to efforts in maintaining the retention/career counselor program of your command. Such trips should include visiting the MCPON, the Enlisted Assignment Division, the Career Progression Division, the Manning Requirements Divisions, Classification/Accessions Division, and the Service Record Section. Understanding the inside workings of NMPC can be an invaluable asset when the policies and guidelines of benefits/opportunities need to be explained. The Career Counseling/Retention Section (OP-136D) (Autovon 224-5550/5512 Commercial 202-694-5550/5512) will assist you in planning your visit.

e. Contact - Maintaining a program not only requires updating the administrative and specific aspects of the program, but necessitates personal contact. The required interviews can provide reasonable contact to ensure each person of the command has a career goal. However, interim interviews, which show command interest, can provide additional motivation to those individuals having difficulty making important career decisions. If such interviews are not

possible, periodic visits to working spaces and merely asking, "how is it coming on your (program/continued education, etc.) (member's name)?", will exhibit genuine interest. Finally, with the consent of the service member, family interviews (as described in Chapter 14) not only maintain communications, but enhance command harmony.

## 2.5 EVALUATING THE PROGRAM

1. From the beginning, the program will need to be evaluated so all areas are covered with the proper priorities. Utilizing Chapter 20 the program can be evaluated at regular intervals (at least annually) to ensure the tickler system is doing its job. Questionnaires that are filled out by members of the command and their families can provide an evaluation of the program by supplying their needs and desires which can then be compared to available assets.

## 2.6 REFERENCES:

1. NAVEDTRA 10238 - Navy Counselors Handbook Chapters 4, 7 & 8
2. NAVEDTRA 016-01-69-80 - Navy Leadership and Management Training Course - Module I



Reverse Blank

CHAPTER 3

## COUNSELING METHODS AND TECHNIQUES

3.1. Office space - A separate office or area away from other activity and excessive traffic and noise is necessary. The office must be easily accessible and telephone/Autovon access should be available. A quiet and private space will provide a better opportunity for concentration as well as a relaxed atmosphere so members may feel free to relate problems or desires. Office location, hours available, and telephone numbers should be posted and placed in all available media. It is recommended, periodically a counselor be available before and after work hours and during lunch hours, so members who cannot see counselors during normal hours will have an opportunity to discuss their needs.

3.2 Place for the Interview - While the command career counselor will normally have a separate office or area, the division counselors have limited space available for private interviews. If possible, an area should be set aside for division counselor's use.

3.3 Planning the Interview - Find out as much as you can in advance about the member you are going to interview. Do this by reviewing the member's record and asking questions of the officers and petty officers who know and work with the individual. Review the service record and Navy career history. Based upon what you find out about the member you are going to interview, you may be able to determine in advance what reference material you are likely to need and what type of interview will take place. Chapter 20 has a questionnaire that can be utilized to obtain ideas for the interviews.

3.4 Scheduling the Interview - Schedule the interview so the member does not have to "hurry up and wait". A prospect who has to sit and wait for an hour is scarcely in the mood for a relaxed interview. Make sure your interview time is not limited by some order or regulation the member has to obey or meet.

3.5 Conducting the Interview - Greet the member by name in a friendly manner. Be sure you are ready so that once you start you need not be interrupted for any reason. Explain the purpose of the interview. During the first part of the interview, only you do the talking or questioning in order to break the ice and set the mood. To find out the true direction of the member's thinking and rationale behind it, you should keep the member talking once you have asked some preliminary questions. Each member will display a distinct, unique pattern of desires, which you must watch for and understand before you can objectively present reenlistment to the member, or offer your objective comments or services to help. Try to draw as complete a picture as possible by watching facial expressions for signs of interest or disinterest, and evidence of amusement or anger. Your counseling is only successful if you can lead a member to objectively evaluate decisions concerning the future.

1. Individual Problems - The member may have pressures of one kind or another and may have a friend or family member influencing a career decision, or the individual may be afraid to say "yes" to reenlistment because of peer group disapproval. The member may have the feeling of being "pushed around", has gotten a raw deal, or maybe has misunderstood or been misled about a school, assignment, advancement quota, etc. It is important to find out about these problems and possibly explain what did happen, and, if complaints are justified, to see whether something can be done. You can also find out what the member's parents, wife, husband, or friends think of a Navy career. No matter what the member says, never argue, criticize, look impatient, or do anything to break down the feeling of friendliness and sincere interest in the member's plans or problems. Give the individual plenty of chance to "blow off steam", for this may release the pressure which is causing the member to approach the matter of reenlistment from a one-sided, negative point of view.

2. Factual Information - The member without a clear idea of what is desired probably does not know much about Navy benefits, or the opportunities available if they reenlist. Perhaps they do not have all the information on the vocational opportunities available in the Navy or civilian community, and they have not progressed in the Navy because they have no solid plan for advancement. They probably do not realize, in or out of the Navy, they need to work out a plan. When counseling the individual, ensure they understand the adjustments necessary in returning to the civilian labor force,

the job market in their field, educational and career opportunities, veteran's benefits, etc. Provide the members with whatever factual information you have at your disposal concerning their proposed direction. Essentially, you are trying to provide them with the facts and motivation to base their decision on a firm foundation.

3. Navy vs Civilian Careers

a. Job Opportunity - Much of your discussion with each member will center around the job market. Some of the reasons given by members for not reenlisting are they feel they will be better off financially in a civilian career, civilian life offers better working conditions, there is better opportunity for skilled work in civilian life, or Navy learned skills easily transfer to the civilian market. The Navy offers the member a steady job at good pay, with definite prospects for advancement. Navy jobs are varied and interesting and usually less routine than civilian jobs. A member's work is closely related to that of other members and offers the benefit of their companionship, experience, and help when needed. Few job situations in civilian life offer such definite opportunities for growth and self-realization. You may be able to demonstrate that the member's new skills, way of doing things, and the Navy standard of living might cause dissatisfaction with a return to a former job. The individual may have greater opportunity to reach predetermined goals in the Navy. For members who are intent on leaving the Navy, explain the benefits of continuing their career in the Naval Reserve.

b. Duty Assignments - When a member is due for reassignment, the Commander, Naval Military Personnel Command is made aware of the member's availability either by an availability report submitted by the command or by expiration of the member's projected rotation date (PRD). When a member is available for assignment, duty preferences, duty history, and training (NEC) are noted. The detailer weighs those factors against all outstanding Navy requirements for the member's skills. Navy will do everything possible to assign service members to a duty assignment of their choice; however, the needs of the Navy also must be considered. A variety of assignments will help each member gain the experience necessary to advance and excel within their rating. New places and faces keep life and work from becoming monotonous. What civilian job can match the member's opportunities for travel with the adventure of living, working, and visiting various parts of the United States and foreign lands?

c. Educational Opportunity - The Navy wants people to grow and develop to full potential. It offers members many ways of "learning while they earn" and to plan ahead and prepare for the future in the Navy and in civilian life. On-the-job training/advanced individual training, service schools, and Navy correspondence courses are available to help increase job skills and prepare for advancement. Members can raise their educational level through General Educational Development (GED) and college assistance programs. Navy jobs are organized into career patterns so a member can advance through enlisted grade to officer rank. With this great variety of opportunities, a member can chart a course and progress according to individual ambitions and abilities.

d. Financial Advantages - Financially, the Navy member is better off than many civilians. A member may not get rich, but the income is steady and periodic pay raises are authorized. Quarters and subsistence allowances, and medical care provide for the necessities of life, while the commissary and exchange save money on everyday needs. A member may be entitled to extra pay for sea and foreign service, and incentive pay for special duty. Dislocation allowances, mileage allowances, and government paid transportation for dependents and household goods help to compensate for service moves. The income does not stop if a member gets sick or hurt; and, in the event of death, various survivor benefits provide for the surviving family.

e. Recreation - Nearly every Navy base has good sports facilities, as well as clubs, movies, libraries, and hobby shops. Few civilian neighborhoods offer the recreational advantages the Navy family enjoys on base, and at low cost. Additionally, the member earns 30 days leave a year.

f. Retirement/Fleet Reserve -The Navy enjoys one of the best retirement programs in the world. A Navy family can look forward to going into the Fleet Reserve or retirement while still young enough to enjoy it. Retainer/ retirement checks alone provide freedom of choice and selectivity to enter into another career, a benefit enjoyed by few civilians. The Navy experience and knowledge make the individual a valuable asset to many civilian employers. Since members can predict the day of retirement and know in advance what retirement pay will be, they can plan their lives accordingly.

g. Civilian Recruiting Practices - Civilian industry advertises extensively in base/Navy-wide newspapers in an effort to attract highly trained officer and enlisted personnel. It is considered counterproductive to the Navy's retention/veteran recruiting efforts for Retention Team members to facilitate the placement of Navy personnel with civilian industry, therefore, requests for advertising, seminars, job-fairs, etc., or requests for lists (referrals) of prospective separatees will not be honored.

4. Suggestions for effective questioning

a. Use simple language and clearly stated questions.

b. Speak in a well modulated, normal tone of voice.

c. Face the interviewee and maintain eye contact when addressing the individual.

d. Observe reactions to questions and statements.

e. Allow time for understanding question and providing answers - do not be impatient.

f. NEVER - volunteer what you think might be the answer - let the individual provide it.

g. EMPATHIZE - put yourself in the persons shoes but don't over sympathize.

3.6 Tickler System - A tickler system is the most dependable means a counselor has of ensuring all constituants are reached at the proper time. The counselor has an important responsibility in setting up and maintaining a workable tickler system which accomplishes this goal. A properly working tickler system requires inputs to provide accurate and functional outputs. The desired output is one which identifies, on a chronological basis, those individuals who should be interviewed and the type of interview required. A significant aid to the tickler system is available since every command receives the monthly MAPMIS 1306-1080 EM report, which the counselor should use in scheduling interviews. Additionally, the EDVR (Enlisted Distribution and Verification Report) provides other pertinent data and should be utilized by the career counselor. The remainder of the tickler system is still a primary responsibility of the career counselor. Any requirement for further counseling which results from previous counseling sessions should be placed in the tickler system so the counselor is aware of any follow up necessity.

3.7 Career Counseling Interview Records - The command career counselor is responsible for maintaining records of all interviews conducted with each enlisted member of the command. The Career Counselor Record (NAVPERS 1160/11) will be utilized to record interview data. Regardless of the system utilized decisions reached or comments generated during an interview should be retained for future use when talking to the individual. When an individual is transferred this record will be checked for completeness and included with the service record.

3.8 REQUIRED INTERVIEWS - The group or seminar presentation concept can prove to be a practical method of providing a volume of information to large groups. Personal counseling will, however, provide the best counseling sessions in terms of contact. In order to promote increased effectivness, the counseling interview system is now composed of five required interviews: Reporting, Retention Program, Incentive Program, Seventeen Year Monitor and Pre-separation/Retirement Interviews. See Appendix B.

1. Group presentations or seminars may be scheduled to provide coverage of information relating to special circumstances and events such as transfer and career annual up-dating. Other actions by the command retention team to increase involvement and awareness of the retention environment are strongly solicited and encouraged. In all cases, follow up interviews will be arranged by career counselors to give personal attention to individuals requiring specific information, help, or counseling to meet personal needs.

2. Reporting Interview

a. Required for ALL personnel reporting to the command.

b. This interview is one of the most important interviews the Department/Division career counselor will conduct and should be held as soon as possible within 30 days after a member reports aboard. It is the initial contact through which you establish the retention process by becoming acquainted with new members. Counseling members with their spouse present is appropriate and encouraged. When counseling a member with the spouse present, it is recommended that you contact the individual prior to the interview to ensure you discuss areas in which they are most interested.

c. At this time, you must learn the status of a member's career counseling exposure and arrange to correct any deficiencies that are found by offering whatever voluntary interviews are deemed appropriate. Explain the command's Retention Program, and give some insights into the programs and opportunities that are available to the individual.

d. One important point to remember is that much of the information given during this interview will be strange to young men and women and too much specific information might confuse them.

e. This interview is an excellent opportunity to show senior personnel how they may assist you in reaching the retention goals of the command.

f. Chapter 2 of the Enlisted Transfer Manual stipulates that a Duty Preference Form (NAVPERS 1306/63) be submitted within 6 months of reporting aboard. This interview will provide the ideal time to complete this requirement.

2. Retention Programs Interview

a. This interview should be scheduled at Active Duty Service Date (ADSD) plus 18 months. Those who should attend a group or individual presentation are listed on the monthly MAPMIS 13061080 EM Report (Notification of ADSD Plus 18 months).

b. This interview is a formal expression of your interest in the member's progress. A pre-interview examination of the member's service record will disclose the efforts and progress the individual has made. It is here the career counselor might discover the trends, both favorable and unfavorable, which can be corrected or complimented. Pre-interview conversation with the member's CPO, LPO, or division officer might bring new insights into a prospects potential. Further individualized counseling will be indicated in many cases.

3. Incentive Programs Interview

a. The proper time frame for conducting this interview is 10 months prior to EAOS/PRD. Those who should be present for the group or individual presentation are designated by the monthly MAPMIS 1306-1080 EM Report (Notification of PRD or EAOS 10 months from current date).

b. This interview is intended for all personnel, but should be tailored to the length of service of the interviewee. The information provided on career benefits and reenlistment incentives should be sufficient to allow the member to make sound career decisions. A significant number of individuals will probably desire further counseling sessions prior to making firm future commitments. At this time the Enlisted Duty Preference should be reviewed and updated as required. If the counselor assists in the preparation or submission of the

DUPREF, the following codes should be substituted in the Career Intentions Block:

| | | | | | |
|---|---|---|---|---|---|
| Substitute | 1 | for | D | - | Discharge at EAOS |
| Substitute | 2 | for | U | - | Uncertain |
| Substitute | 3 | for | F | - | Fleet Reserve/Retired at EAOS |
| Substitute | 4 | for | R | - | Reenlistment at EAOS |
| Substitute | 5 | for | E | - | Extension at EAOS |
| Substitute | 6 | for | P | - | Extension on board present duty station |

4. Seventeen Year Monitor

(1) At approximately the seventeen year point in a member's career a counseling session should be conducted to appraise the individual of the benefits of remaining on active duty past the initial Fleet Reserve eligibility date. In-depth explanations of SBP and other survivor annuties/benefits must be provided.

5. Pre-Retirement Separation Interview

a. Pre-retirement Interview

(1) All prospective retirees who are within 45 days of the scheduled date of retirement (disability or nondisability), or transfer to the Fleet Reserve, will be provided adequate counseling regarding their retirement benefits, rights, and privileges with special emphasis on SBP.

(2) In order to achieve this objective effectively, the counselor must utilize, as a guide, the following references:

(a) Chapters 9, 11, 12, 14, 16 and 17 of this manual.

(b) NAVPERS 15891, Navy Guide for Retired Personnel

(c) BUPERSINST 1750.1, Survivor Benefit Plan (SBP)

(d) NAVCOMPINST 7220.52, Retired Pay

(e) Directives in the 1800 series

(f) NAVPERS 15886, Retired Naval Personnel Newsletter

(g) VA IS-1 Fact Sheet (current edition)

(h) NAVSO P-1778, Reference Guide to Employment Activities of Retired/Naval Personnel

b. Separation Interview

(1) All members being separated from active duty who are within 45 days of their scheduled date of separation or departure from their parent command for separation processing will be provided adequate counseling regarding their reemployment rights, veterans benefits, Majorcare 90 and Naval Reserve Programs.

6. Additional Interviews

At various times throughout an individual's Naval service counseling sessions should be held to provide information that may be valuable to the member. Examples could be: receipt of orders; marriages; births or deaths in the family; advancements, etc.

## 3.9 PHASES OF A PROPER INTERVIEW

1. Opening Phase

   a. Establish rapport

      (1) Introduce self
      (2) Put member at ease

   b. Seek informality

      (1) Associate with member - get on the same level
      (2) Encourage member to talk

   c. Explain purpose of interview

   d. Gain the individual's confidence

2. Fact Finding Phase

   a. Gather facts from the interviewee

      (1) Goals
      (2) Interests
      (3) Background

   b. Interviewee gathers facts

      (1) Command mission
      (2) Advancement
      (3) Dependent's entitlements
      (4) Educational opportunities
      (5) Other programs for which qualified or interested in

3. Evaluation Phase

   a. Review facts collected and evaluate for action

   b. Principles involved

      (1) Gaining insight in relation to accurate information
      (2) Use an organized approach
      (3) Evaluate each area independently

4. Decision Phase - Where interviewee decides exactly what path of action to pursue. DO NOT make decision for him/her.

5. Closing Phase

   a. Ensure that the member understands his/her decision and is satisfied
   b. Committed to a definite action
   c. Complement the individual on his/her final decision
   d. Always have member leave with feeling that they have been helped
   e. Leave door open for further visits
   f. Follow-up

## 3.10 REFERENCES:

NAVEDTRA 10238 - Navy Counselor Handbook
NAVEDTRA 016-01-69-80 - Human Behavior and Leadership
OPNAVINST 1900.1 - Pre-Separation Counseling

## CHAPTER 4 - SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM

### 4.1 OBJECTIVE

1. This chapter is intended as a guide and is not to be used as the source document to determine eligibility. This program meets the needs of the individual and will generate an interest to continue a Naval career. This chapter will discuss the SRB program that is offered by the Navy, designed to reenlist people and to provide a means to satisfy the needs of the Navy and the individual.

2. SRB is a retention incentive paid to members serving in certain selected ratings/NECs who reenlist or extend their enlistments for a period of at least 3 years. The objective of the bonus is to increase the number of reenlistments in those ratings characterized by retention levels insufficient to adequately man the career force.

### 4.2 Eligibility Requirements:

1. Zone "A

a. Must have completed at least 21 months of continuous active naval service (excluding ACDUTRA), but not more than 6 years of total active military service, preceding date of reenlistment or operative date of extension. The 21 months continuous active naval service need not immediately precede the reenlistment/extension.

b. Extension of enlistment or reenlistment period must be at least 3 years and, when combined with prior active service, must yield a total of at least 6 years (72 months) of active service.

c. A member who has completed exactly 6 years of active military service on the date of reenlistment or operative extension may receive Zone "A" SRB if otherwise eligible. If a Zone "A" SRB has been previously received, or if no Zone "A" SRB is designated, the member will be entitled to a Zone "B" SRB if all other eligibility criteria are met.

d. Active duty in Naval Reserve components (including TAR, USNR, TEMAC duty, and ACDUTRA) must be included in computation of total active military service for the purpose of establishing Zone "A" SRB eligibility.

e. A member may receive only one Zone "A" SRB.

2. Zone "B"

a. Must have completed 6 but not more than 10 years active military service immediately preceding the date of reenlistment or operative date of extension of enlistment.

b. A member who has completed exactly 10 years of active military service on the date of reenlistment or operative extension may receive Zone "B" SRB if otherwise eligible. If member has already received Zone "B" SRB or no Zone "B" SRB is authorized for rating or NEC, member may receive Zone "C" SRB if otherwise eligible.

c. The extension of enlistment or reenlistment must be at least 3 years in length and, when combined with prior service, must total at least 10 years (120 months) of total active military service.

d. Active duty in Naval Reserve components (including TAR, USNR, TEMAC duty, and ACDUTRA) must be included in computation of total active military service for the purpose of establishing Zone "B" SRB eligibility.

e. A member may receive only one Zone "B" SRB.

3. Zone "C"

a. Must have completed 10 but not more than 14 years of active military service on the date of reenlistment or operative date of qualifying extension of enlistment.

b. The term of extension of enlistment or reenlistment must be at least 3 years and when combined with prior active military service must yield a total of at least 14 years (168 months) of total active service. Obligated service in excess of 16 years may not be used to compute SRB monetary entitlement or the number of installments payable.

c. Active duty in Naval Reserve components (including TAR, USNR, TEMAC, and ACDUTRA) must be included in computation of total active military service for the purpose of establishing Zone "C" eligibility.

d. A member may receive only one Zone "C" SRB.

4. General eligibility requirements:

a. Must be eligible for a 3 year or longer reenlistment, or a 36 month or longer extension, in the Regular Navy.

b. Be a petty officer in an SRB eligible rating or NEC or be an identified striker for an SRB eligible rating or NEC serving in paygrade E-3.

c. Must attain eligibility prior to the effective date of deletion or reduction of the SRB award in a rating/NEC designated for deletion or reduction.

d. A member in receipt of CNMPC approval for early reenlistment may be eligible for the SRB award level in effect on the date of approval, or on the date of reenlistment, whichever is higher.

e. If discharged or released from active duty, a member must reenlist in the Regular Navy within 3 months to be eligible for an SRB. However, a NAVET discharged or released from ACDU for more than 3 months but less than 4 years may qualify for broken service SRB in accordance with BUPERSINST 1133.28 (series).

f. SRB will not be paid for any service obligation in excess of 16-years' active duty and will not be paid more than once within each zone of eligibility.

4.3 SRB and Public Law - The SRB Program, because of the specific requirements in the governing Public Law, has caused many changes in the Navy's incentive programs. All Retention Team members must become intimately familiar with the SRB eligibility requirements and how they affect decisions in other programs.

4.4 References:

1. OPNAVINST 1160.3, SRB
2. OPNAVINST 1160, Current list of SRB eligible ratings and NECs
3. OPNAVINST 1160.5, Reenlistment Quality Control Program
4. BUPERSINST 1133.28, Payment of SRB to Broken-Service Navy Veterans (NAVETS)
5. DODPM and PAYPERSMAN, information concerning computation and payment
6. NAVOP's - SRB award level intially promulgated by NAVOP

## CHAPTER 5 - INCENTIVE PROGRAMS

### 5.1 SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM

1. The SCORE Program offers the following career incentives to members who reenlist for conversion to critically undermanned ratings: Guaranteed assignment to Class "A" school with automatic conversion upon graduation; guaranteed assignment to an appropriate class "C" school or "C" school package (if available); automatic advancement to petty officer second class upon satisfactory completion of a designated "C" school or "C" school package as indicated on the current Career Schools Listing (CSL); and reenlistment bonus, if otherwise eligible.

2. Eligibility Requirements:

a. Be a petty officer first class, second class, third class, or identified striker in paygrade E-3, otherwise eligible for reenlistment.

b. Be serving in a rating in CREO Group B, C, D or E. Conversion is desired to a more undermanned rating, however conversion within the same CREO Group will be considered on a case basis.

c. Meet minimum test score requirements for entrance into the appropriate class "A" school. The Commander, Naval Military Personnel Command may in certain cases grant waivers of "A" school entrance requirements, or when prior training/experience justifies it, "A" school itself.

d. Have demonstrated potential for conversion, sustained superior performance in present rating, and be highly recommended by the commanding officer.

e. Have not more than one non-judicial punishment for the 18 months preceding date of application or any record of conviction by court-martial or civil convictions (other than minor traffic violation) on current enlistment (or within 48 months preceding date of application).

f. Have at least 21 months of continuous active Naval service, but not more than 15 years of total active service.

g. Obtain prior approval from the Commander, Naval Military Personnel Command and agree to extend for conversion of rating and reenlist for a total obligation of 6 years.

h. Have not derived any benefits from the STAR Program and have completed obligated service for other programs (i.e., TRANSMAN, Chapter 8).

i. Be within one year of EAOS, as extended (unless serving on a reenlistment/ extensions for which SRB was received, in which case be within three months of EAOS).

3. Advantages of the SCORE Program

a. The SCORE Program is structured to work with the SRB Program:

(1) Allows the individual to change ratings prior to reenlistment which may qualify the member for SRB.

(2) Does not require obligated service prior to entrance into "A" school other than to complete the basic or A-1 Phase which prevents loss of SRB monies due to possible remaining unserved obligated service.

(3) Provides early reenlistment after conversion so members, if eligible, can receive SRB at current award levels in effect, if any, on the date of score authorization letter from COMNAVMILPERSCOM.

b. Allows members to convert to ratings where advancement opportunities may improve, because of the need for additional personnel.

c. Assignment to "C" school or "C" school package not only authorizes automatic advancement to E-5 for those courses listed on the current CSL, but may produce special NEC's that entitle the member to Pro-Pay.

4. Some factors to be considered prior to SCORE reenlistment

a. Extending the member's enlistment beyond the required time to complete "A" school, which is not necessary, may reduce deserved SRB monies.

b. Conversions to NC, MA and LN are not authorized under the provisions of the SCORE Program. Conversions to these ratings require authorization from CNMPC (NMPC-483) for direct conversion or lateral conversion via examinations.

c. Ratings that require security clearances are closed to personnel not eligible for the appropriate clearance. Additionally, approval cannot be authorized for personnel waiting for citizenship.

d. Automatic advancement to pay grade E-5 is not guaranteed under the SCORE Program unless the school is listed on the Career School Listing (CSL) at the time of approval (CSL is located in MILPERSMAN 1060020).

e. If a SCORE guaranteed course of instruction has been cancelled prior to a member attending the training, CNMPC will provide alternative training, if available. Specific details on this issue should be solicited from NMPC-483. Also, if automatic advancement to paygrade E-5 is guaranteed with the training that has been cancelled, NMPC-483 will address this situation with details on alternative training (normally the automatic advancement will be authorized).

5. References:

a. MILPERSMAN 1060010, SCORE Program

b. MILPERSMAN 1060020, STAR Program (contains Career Schools Listing)

c. NAVEDTRA 105000, Catalog of Navy Training Courses

d. NAVPERS 18068D, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards

e. OPNAVINST 1160.5 Reenlistment Quality Control Program

f. OPNAVINST 1160.4, CREO

g. OPNAVINST 1160.3, SRB

h. OPNAVNOTE 1160, List of SRB Eligible Ratings and NECs

i. BUPERSINST 1430.16, Manual of Advancement

## 5.2 SELECTIVE TRAINING AND REENLISTMENT PROGRAM (STAR)

1. The STAR Program offers career designation to first term members who reenlist and thereby establish eligibility for the following career incentives: Guaranteed assignment to an appropriate class "A" or "C" school or "C" school package; guaranteed advancement to petty officer second class, for those eligible upon completion of class "C" or "C" school package listed on the current Career School Listing (CSL); guaranteed advancement to petty officer third class upon completion of Phase I of AEF Class "A" School; and SRB if otherwise eligible.

2. Eligibility Requirements:

a. Be presently assigned to a rating in CREO Group A, B, or C, or possess a shortage skill/NEC in CREO Group D.

b. Be recommended by the commanding officer for career designation, have demonstrated above average career potential, and meet considerably higher standards for reenlistment than the minimum standards prescribed.

c. Be a petty officer second or third class serving in the first enlistment, or an identified striker in paygrade E-3 otherwise eligible for reenlistment.

d. Have at least 21 months but not more than 6 years of continuous active naval service and not more than eight years of active military service.

e. Agree to reenlist in the Regular Navy for a period of 6 years.

f. Meet the minimum test score requirements for entrance into the appropriate class "A" school.

g. Not have a record of conviction by court-martial nor, for the 18 months preceding date of application, more than one non-judicial punishment.

h. Meet obligated service upon entry into guaranteed school which is equivalent to payback required for disenrollment (MILPERSMAN 1050300).

i. Not have derived any benefits from the SCORE Program and have completed obligated service for other programs (i.e., TRANSMAN, Chapter 8).

3. Advantages of the STAR Program

a. It has been addressed many times that an early reenlistment under the STAR Program may reduce the SRB monies members may be eligible for when reenlisting closer to EAOS. However, it should be remembered and specifically pointed out to members being counseled, that SRB award levels are being reviewed continually and changes may occur. An early reenlistment under the STAR Program can obtain current award levels that may be later reduced or taken off the eligibility list altogether. This situation can reverse itself and award levels may be increased, so any decision to reenlist early must be made by the individual after all the facts and figures are considered. Reenlistment contracts, Page 13 entries, and other documents signed by the member shall be explained to ensure all aspects are understood completely. Further, slight variations in SRB award levels and the adverse impact of early reenlistment may not be germane when applied to the STAR Program since the member may still be eligible for the maximum possible SRB award level.

b. With the additional knowledge and experience of advanced training, advancement opportunities are enhanced.

4. Some factors to be considered prior to STAR Reenlistment

a. Automatic advancement is guaranteed to eligible E3 and E4s under the STAR Program provided the school is listed on the Career School Listing (CSL) at the time of approval (CSL is located in MILPERSMAN 1060020).

b. If a STAR guaranteed course of instruction has been cancelled prior to a member attending the training, CNMPC will provide alternate training, if available. Specific details on this issue should be solicited from NMPC-483. Also, if automatic advancement is guaranteed with the training that has been cancelled, NMPC-483 will address this situation with details on alternative training (normally the automatic advancement will be authorized).

5. References:

a. MILPERSMAN 1060020, STAR Program

b. NAVEDTRA 10500, Catalog of Navy Training Courses

c. OPNAVINST 1160.5, Reenlistment Quality Control Program

d. OPNAVINST 1160.4 CREO

e. BUPERSINST 1430.16, Manual of Advancement

f. OPNAVINST 1160.3, SRB

g. OPNAVNOTE 1160 (current list of eligible ratings and NECs)

h. NAVOPS

## 5.3 GUARANTEED ASSIGNMENT RETENTION DETAILING PROGRAM (GUARD III)

1. The GUARD III Program provides for two guaranteed assignments during a career. the first guaranteed assignment is to be used on the first reenlistment while the second can be used at an individual's discretion anytime up to the commencement of the twenty-fifth year of service. GUARD III encourages direct communication between eligible personnel and their detailers.

2. Eligibility requirements:

a. Must not be under orders for PCS transfer at time of application.

b. Be within six months of EAOS as extended (includes Page 13 agreements for extension). Personnel may reenlist prior to any signed extension agreement of 24 months or less becoming operative; however, in so doing the member must agree to reenlist for a period equal to the unexecuted extension plus four years, up to a maximum total of six years. Unexecuted extensions of six months or less may be disregarded.

c. Be eligible for duty requested in accordance with sea/shore or OUTUS/CONUS rotation pattern established in Chapters 3 and 4 or reference (a).

d. Be willing to reenlist for four or more years.

e. Have a consistent record of above average performance or demonstrated trend towards improved performance. Evaluation marks must be 3.4 or above on the last two regular evaluation reports for all pay grades. In special cases waivers may be granted.

f. Be recommended for reenlistment by the commanding officer or officer-in-charge.

g. Personnel whose rating is designated as being in CREO groups D or E, who are approved for reenlistment in their present rating will be eligible under GUARD III.

h. Due to lead-time requirements for providing personnel reliefs, the following limitations are imposed on the GUARD III Program:

(1) Personnel reenlisting for a GUARD incentive prior to a signed extension becoming operative or prior to tour completion must have completed:

(a) The specified activity tour (Type 1, 2, and 5).

(b) The DOD area tour (Type 3, 4, and 6).

(2) Personnel meeting the above requirements will receive a GUARD assignment with a transfer date between five and seven months in the future after receipt of the request.

(3) Personnel whose completion of the specified activity/area tour is more than seven months in the future may request a general assignment guarantee for execution at PRD (e.g., coast, or general overseas area, etc.). As an alternative to the general assignment policy, personnel may extend enlistment to complete the specified activity tour. This will move EAOS

out to coincide with PST to establish eligibility for specific guarantee negotiations.

3. GUARD III reenlistment incentive assignments are intended to be made for transfer at PRD equal to EAOS prior to an extension becoming operative. As an exception to the above, first term personnel may elect reenlistment under GUARD III between 4 and 6 months prior to completion of Prescribed Sea Tour (PST) for transfer at completion of PST. The type of guarantee will be dependent upon billet availability in the general area requested (e.g., coast, homeport, overseas area, etc).

4. References:

a. TRANSMAN. Chapter 8, Guard III Program

b. MILPERSMAN

c. OPNAVINST 1160.5, Reenlistment Quality Control Program

d. OPNAVINST 1160.3, SRB

e. OPNAVINST 1160.4, CREO

f. NAVOP's

5. Problems/recommendations with TRANSMAN Chapter 8 request:

a. Counselors are encouraged to participate in any negotiations between detailer and constituent to help avoid areas of misunderstanding.

b. When waivers of performance criteria are needed they should be specifically requested in the message/speedletter and appropriate justification included.

c. Counselors should advise personnel of guarantee terms contained in Chapter 8, TRANSMAN to be certain that member is aware of rights and responsibilities which accrue.

5.4. ASSIGNMENT TO SCHOOL

1. The purpose of this article is to provide an incentive for reenlistments of four or more years by guaranteeing, under certain conditions, assignments to a specific school.

2. Eligibility requirements:

a. Meet obligated service requirements and entrance requirements for appropriate school.

b. Must have a reasonable assurance that skills gained through training will be effectively utilized in order to justify the expenditure of training dollars.

c. A member having previously executed an Agreement to Extend Enlistment for a specific benefit and later requesting to reenlist with a guarantee of further training, (in lieu of allowing the extension to become operative), will not normally be granted unless the reenlistment incurs at least 2 years service obligation beyond the original obligation as extended.

3. Consideration of requests will be based on the following factors: Composite training, sea/shore rotation, paygrade vs skill requirement, and Fleet Reserve eligibility.

4. Assignments to school will normally occur at member's PRD.

5. See subparagraph 5 of paragraph 5.3 of this manual for problems/recommendations regarding TRANSMAN Chapter 8 assignments.

6. References:

a. TRANSMAN, Chapter 8.04, Assignment to School

b. TRANSMAN, Chapter 7, Service Schools

c. NAVEDTRA 10500, Catalog of Navy Training Courses

d. OPNAVINST 1160.5, Reenlistment Quality Control Program

e. OPNAVINST 1160.3, SRB

f. BUPERSNOTE 1510 series

## 5.5 LATERAL CONVERSION PROGRAM

1. CNMPC desires that members serve in the rating for which they have the greatest aptitude and interest. Providing that changes in rating do not cause any undesirable effect on the overall distribution and the advancement opportunity of career petty officers, change of rating may be approved in accordance with guidelines contained in the MILPERSMAN.

2. When members express a desire to change their rating, it is important that the career counselor ascertain reasons why they want to take this course of action. With the help of CREO the counselor can point out the advantages of the conversion. When dealing with personnel in critically undermanned ratings, explaining the advantages of the current rating (e.g., bonus, advancements, training, etc.) may change the individuals desire for requesting a conversion that normally would not be approved. To encourage requests that cannot be approved is detrimental to the program; however, refusal to submit the request is just as harmful. Complete explanation of both sides is mandatory.

3. Eligibility requirements:

a. Be an enlisted member of the Regular Navy Reserve on active duty (including TAR's).

b. Be a petty officer first class or below.

c. Have less than 15 years of active service.

d. Request a rating which appears in Group A or B on the current Open Rates/Skills List (conversions to CREO Group C ratings will be considered on a case basis).

e. Must not be in a rating which is in CREO Group/Category A (conversions to CREO Group/Category C ratings will be considered on a case basis) or possess a critical NEC.

f. Be eligible in all respects for transfer if conversion required a PCS Move (TRANSMAN and BUPERSINST 1300.26 refers).

g. Satisfy the eligibility requirements for rate or rating requested.

h. Be recommended by the commanding officer.

i. Shall not be currently serving in an enlistment or extension of enlistment for which the individual was paid an SRB or other enlistment bonus. A member so serving may submit a request approximately six months prior to EAOS.

4. Advantages of the Lateral Conversion Program

a. Members who are not eligible for reenlistment or who do not desire to reenlist at the current time will only have to obligate for training required if approved for the conversion.

b. Conversions that are authorized by participating in a Navy-wide examination when "A" school quotas are not available or when the member is not eligible for a transfer, opens an avenue which the SCORE Program does not offer.

c. In-service training is another avenue to Lateral Conversion. A member can work full-time or part-time in a new rating to determine if the new

skills are in an area of interest and later participate in a Navy-wide examination for the conversion.

d. Members who have become ineligible to serve in their present rating (e.g., loss of security clearance, non-volunteer for flying, submarine disqualification, etc.) and are eligible to remain on active duty, can change their ratings under Lateral Conversion. However, it should be noted that a member who is no longer technically qualified in the skill for which an SRB was paid will be required to pay a pro-rata recoupment.

5. Some factors to be considered when requesting Lateral Conversions

a. Members who have become ineligible to serve in their present rating, must submit a request with 3 rating conversion choices. A member not willing to obligate for the training required for the conversion to a requested choice may be faced with a forced conversion, regardless.

b. A request for conversion must be for ratings in which the member is fully eligible. (e.g., BTB/ASVAB scores, security clearance, physical requirements, etc.)

c. A request for participation in a Navy-wide examination for a change or rating must be submitted in sufficient time to process the request prior to the desired examination date (90 days prior to the examination is the minimum time desired.)

6. References:

a. MILPERSMAN 2230180, Lateral Conversion

b. MILPERSMAN 2230220, Striker Identification

c. BUPERSINST 1430.16, Manual of Advancement

d. OPNAVINST 1160.4, CREO

e. NAVPERS 18068, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (Section I-OCCSTDS) (Section II-NECs)

f. BUPERSNOTE 1418, Requirements for Navy-wide examinations

g. BUPERSNOTE 1440, Change in and qualifications for certain ratings

h. OPNAVINST 1133.2, SRB

## 5.6 PERSONNEL EXCHANGE PROGRAM (PEP)

1. The Navy is continuing negotiations with allied countries for the exchange of a small number of enlisted personnel. Objectives of this program are:

a. To obtain increased opportunity for interesting foreign duty for deprived and technical rates.

b. To exchange personnel assigned actual military duties and responsibilites as opposed to functioning strictly as instructors, advisors, liaison personnel, or observers.

c. To exchange personnel as an integrated part of the host country's Navy in order that a better understanding and appreciation of our allies can be obtained, and in turn, allow the host nation to become better acquainted with the United States through personal contact.

2. General Information and Eligibility Requirements

a. The normal PEP tour length is established as 24 months except where

individual negotiation with the host country specify that some other tour length is more acceptable. The tour does not include the time required for language or any other specialized training required before arriving on station.

b. The host Navy may provide single or family-type quarters for PEP personnel on the same basis and to the same extent which they provide quarters for their own personnel. Married personnel are encouraged to take their dependents in order that the family unit may be represented.

c. PEP personnel will continue to be paid their normal pay and allowances by the U.S. Government and any special allowance currently authorized such as COLA/HOLA.

d. Refer to transman Chapter 9 for current list of eligible rates and countries.

e. Selection - Final selection of all enlisted personnel is made by CNMPC. Only a limited number of billets are available in each country, therefore, selection of the most highly qualified individuals is the ultimate goal. The selection will be based on, but is not limited to, the following criteria:

(1) Authorized billet for specific rating

(2) Volunteer

(3) Commanding Officer's recommendations

(4) Specific NEC held (if required)

(5) Sustained superior performance. (NMPC duplicate service record review)

(6) Career history

(7) Family size (should not exceed three dependents)

(8) Suitability of dependents (Free of physical, marital and financial problems)

(9) Defense Language Aptitude Battery (DLAB), if assigned to a country requiring language training (minimum score of 89 is required)

3. References:

a. TRANSMAN Chapter 9 - Guidelines for PEP

b. OPNAVINST 5700.7 - Guidelines for PEP

## 5.7 NAVY NUCLEAR PROPULSION PROGRAM

1. The Navy Nuclear Propulsion Program provides for the training of qualified volunteers in the supervision, operation and maintenance of nuclear propulsion plants aboard submarines and surface ships.

2. Qualifications required for selection into the Nuclear Field Program include being in one of three selected ratings, a high school graduate, completing at least 1 year of algebra in high school or college with a minimum grade average of "C", be a U.S. citizen, have not reached 25th birthday by class convening date of Nuclear Power School, and be motivated for the program and aware of the demanding academic effort required to complete the training program.

3. The training program consists of 24 weeks of academic training at Nuclear Power School, Orlando, Florida followed by 26 weeks of operational training at one of the three training sites located near Idaho Falls, Idaho; Schenectady, New York; or Windsor, Connecticut. Upon completion of training, the qualified operator is assigned to either a nuclear submarine or a nuclear surface ship according to the needs of the service.

4. In addition to the opportunity to start a new career, nuclear qualification makes available shortage specialty pay and substantial reenlistment bonuses for the aggressive, career oriented nuclear power volunteer.

5. References:

a. TRANSMAN Chapter 6

b. BUPERSNOTE 1510 series

c. NMPCINST 1540.1

## 5.8 STRATEGIC WEAPONS SYSTEM TRAINING PROGRAM

1. This program provides highly trained personnel for Fleet Ballistic Missile Submarines (Polaris, Poseidon and Trident).

2. Eligibility Requirements:

a. Be eligible for Strategic Weapons System (SWS) School.

b. Be a volunteer for submarine duty.

c. Be qualified for submarine duty in accordance with Chapter V of the Enlisted Transfer Manual.

d. Have obligated service in accordance with Chapter VII of the Enlisted Transfer Manual.

e. Petty officers and identified strikers who desire entrance into this program can utilize the Lateral Conversion or SCORE Program to convert to one of the source ratings (ET, FTB, or MT) for SWS School.

f. SN and FN personnel requesting entrance into SWS School will be considered on a case basis (BUPERSINST 1541.4 refers).

3. References:

a. TRANSMAN, Chapters 5 and 8

b. Catalog of Navy Training Courses, NAVEDTRA 10500

c. BUPERSINST 1541.4



Reverse Blank

## CHAPTER 6. ADVANCEMENTS

### 6.1 MANUALS AND DIRECTIVES PERTINENT TO THE ADVANCEMENT OF ENLISTED PERSONNEL

1. Manual of Advancement (BUPERS INST 1430.16), covers eligibility requirements, multiple computation, examination procedures and special circumstances.

2. The Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068D) consists of two sections:

   a. Section I - This section of the manual contains occupational standards which express the Navy's requirements for enlisted skills as determined by manpower management. They form the basis for what personnel are trained in, and advanced and distributed upon. These requirements are categorized as follows:

      (1) Navy Standards express the minimum skills required of enlisted personnel which are not specifically rating oriented. They are universal to all rates and ratings except as noted.

      (2) Occupational Standards define enlisted tasks required of, and within, specified occupational entities (rates and ratings). They are minimum standards which represent the lowest level of skill required to function effectively at a given level of responsibility to fulfill Navy needs.

   b. Section II - This section of the manual contains Navy Enlisted Classifications (NECs) which identify skills Enlisted Classifications (NECs) which identify skills requiring more specific identification than is provided by rates and ratings and which are not rating-wide requirements.

      The contents of this manual are of importance to all enlisted personnel and to every command in which enlisted personnel serve because they prescribe enlisted skill requirements.

3. Bibliography for Advancement Study (NAVEDTRA 10052)

   a. Lists required courses for advancement as well as recommended reading material.

   b. Bibliography sheets

      (1) Occupational Standards

      (2) Naval Standards

4. List of Training Manuals and Correspondence Courses (NAVEDTRA 10061)

   a. Contains a brief overview of each training courses available to naval personnel.

   b. Used in conjunction with NAVEDTRA 10052.

5. BUPERS Notice 1400 (series)

   a. BUPERS Notice 1418, changes in eligibility requirements, and examination dates.

   b. BUPERS Notice 1440, changes in enlisted rating structure.

### 6.2 REQUIREMENTS FOR ADVANCEMENT

1. Commanding Officers Recommendation

   a. Required for every advancement.

b. Once given effective until:

(1) Advanced
(2) Withdrawn by CO

c. Service record entry on page 9.

NOTE 1: The recommendation of the commanding officer is the most important requirement to be met in the enlisted advancement system and must be documented on enlisted evaluation.

Members should be recommended for advancement in rate only if and when they are in all respects fully qualified to hold the higher rate to which advancement is to be affected. Advancements should not be made in the nature of rewards for faithful or extended service or simply because the minimum service requirements have been fulfilled. The decision of the CO to recommend an individual for advancement shall remain valid unless withdrawn. Also this recommendation is valid when transferred to another command or until advanced off that recommandation.

2. Performance Mark

a. For advancement to E-4 or E-6: 3.0 or above overall average.

b. For advancement to E-7, E-8 and E-9: There is no minimum performance mark average required.

3. Be in Proper Path of Adancement

a. Path of advancement is that path from apprentice to Master Chief Petty Officer a candidate must follow as designated in NAVPERS 18068.

b. Normal path from apprenticeship (general rate) to a rating is

(1) Apprenticeships:

| General Rate | Occupational Fields |
|---|---|
| Airman | 5-6-7-11-16-17-23-24 |
| Constructionman | 13 |
| Dentalman | 14 |
| Fireman | 3-4 |
| Hospitalman | 14 |
| Seaman | 1-2-4-8-9-10-12-15-16-17-18-20-21-22 |

(2) Occupational Fields

| Field | Title | Rating |
|---|---|---|
| 1 | General Seamanship | BM, SM |
| 2 | Ship Operations | OS, QM |
| 3 | Marine Engineering | BT, EM, EN, GS, IC, MM |
| 4 | Ship Maintenance | HT, 1M, MR, ML, OM, PM |
| 5 | Aviation Maintenance/Weapons | PR, AX, AE, AT, AQ, AD, AZ, AO, AM |
| 6 | Aviation Ground Support | AB, AS |
| 7 | Air Traffic Control | AC |
| 8 | Weapons Control | ET, FT |

| | | |
|---|---|---|
| 9 | Ordnance Systems | GM, MN, MT, TM |
| 10 | Sensor Operations | EW, OT, ST |
| 11 | Weapons Systems Support | TD (No input, being disestablished 83 through 88) |
| 12 | Data Systems | DP, DS |
| 13 | Construction | BU, CE, CM, EA, EO, SW, UT |
| 14 | Health Care | DT, HM |
| 15 | Administration | LN, NC, PN, PC, YN |
| 16 | Logistics | AK, DK, MS, SH, SK |
| 17 | Media | DM, JO, LI, PH |
| 18 | Musician | MU |
| 19 | Master-at-Arms | MA |
| 20 | Cryptology | CT |
| 21 | Communications | RM |
| 22 | Intelligence | IS |
| 23 | Meteorology | AG |
| 24 | Aviation Sensor Operations | AW |

4. Completion of Military Requirements Correspondence Courses

   a. Completed one month before exam.

5. Completion of E-4 and E-5 Military Leadership Exam

   a. E-2/E-3 eligible any time for E-4 Military/Leadership examination regardless of time in pay grade.

   b. E-4 eligible any time for E-5 Mil/Lead exam regardless of time in pay grade.

   c. Only required to pass applicable examination once.

   d. Satisfactorily pass one month before Navy-wide exam.

   e. Service record entry (page 4)

6. Completion of Navy Training Course (Professional and Military)

   a. As listed in NAVTRA 10052 (Bibliography for Advancement Study)

   b. Four methods of completion. (Professional course)

      (1) Pass locally administered exam.

      (2) Pass Non-resident Career course(s).

(3) Completion of Class "A" School for advancement to SN or P03.

(4) Completion of appropriate Class "C" School for advancement to PO1 or P02.

c. Completed one month prior to Navy-wide exam.

d. Service record entry on page 4.

7. Completion of Service School if required.

a. Completed one month prior to Navy-wide exam.

b. Service record entry on Page 4.

8. Completion of Personnel Advancement Requirement (PAR)

a. The PAR check-off list is broken down into three sections

(1) Section I - Administrative Requirements

Section II - Formal School and Training Requirements

Section III - Military and Occupational Requirements

(2) Majority of PAR check-off items will come from PQS and PMS training programs.

b. Applicable to E-4 through E-7 only.

c. Completed one month prior to Navy-wide exam.

d. Service record entry on Page 4.

9. Fulfillment of Time Requirements

a. Time in Rate Requirements (Minimum)

| PAY GRADE | SIPG (TIME-IN-RATE) |
|---|---|
| E-1 to E-2 | 6 months in pay grade E-1 |
| E-2 to E-3 | 6 months in pay grade E-2 |
| E-3 to E-4 | 9 months in pay grade E-3 |
| E-4 to E-5 | 12 months in pay grade E-4 |
| E-5 to E-6 | 36 months in pay grade E-5 |
| E-6 to E-7 | 36 months in pay grade E-6 |
| E-7 to E-8 | 36 months in pay grade E-7 |
| E-8 to E-9 | 36 months in pay grade E-8 |

b. Time in Rate Eligibility Date (TIR). This is the date from which service in pay grade is computed to determine eligibilty for advancement to the next higher pay grade, and to provide service in paygrade credit for multiple point computation.

(1) Members who are advanced in rate under the provisions of any regular or special advancement program or members entering into initial active Navy Duty on or after 1 January 1982, will be assigned a TIR date in accordance with the following schedule.

| PAYGRADE | ADVANCED OR ENTRY DURING THE PERIOD | ASSIGN TIR DATE |
|---|---|---|
| E1 | Any period | Date of entry in Navy or reduced. |
| E2 | Any period | Same date of advancement or reduction. |
| E3 | 1st through 16 of month | 1st day of month in which advanced. (1 Oct 82 and subsequent) |
| | 17th through end of month | 1st day of month following advancement. (1 Oct 82 and subsequent) |
| E4-E6 | 1 January through 30 June | 1 January, commencement of advancement cycle. |
| | 1 July through 31 December | 1 July, commencement of advancement cycle. |
| E7 | 1 September through 31 August | 1 September, commencement of advancement cycle. |
| E-8 | 1 July through 30 June | 1 July, commencement of advancement cycle. |

(2) For determining TIR dates for members advanced prior to 1 July 1982 and for NAVETS and OSVETS, see Chap 3 of BUPERSINST 1430.16

c. Terminal Eligibility Date (TED): Date to which Service In Paygrade (SIPG) and Total Active Federal Military Service (TAFMS) is computed.

| EXAM OR NOMINATION MONTH: | ADVANCEMENT TO: | TED: |
|---|---|---|
| March | E-4 thru E-6 | 1 July of same year |
| September | E-4 thru E-6 | 1 January of next year |
| November | E-8 and E-9 | 1 October of next year |
| January | E-7 | 1 January of next year |

d. Limiting Date: Last date on which an individual may be advanced after passing the examination. Ref BUPERS INST 1418.

(1) 31 December for the March Exam. (for E-4, E-5, and E-6)

(2) 30 June for the September Exam. (for E-4, E-5, and E-6)

(3) For E-7, E-8, and E-9 check BUPERS INST 1418.

e. Four year obligator accelerated advancement program.

(1) Upon graduation, advanced to E-3.

(2) Advanced to E-4 (roughly 4 - 8 months).

(a) Pass E-4 military leadership exam.

(b) Complete military requirements for PO 3/2

(c) Complete Personnel Advancement Check Off Sheet (PAR).

(3) Advancement to E-4 will go into effect when the individual's CO certifies the member is qualified by an evaluation of his on-the-job performance.

10. Fulfillment of Physical Requirements:

a. In addition to the physical requirements to get into the Navy, special physical requirements for certain rates and ratings, including identified strikers, are contained in NAVPERS 18068.

b. To be advanced or frocked, all candidates must meet the minimum weight/-body fat requirements detailed in OPNAVINST 6110.1 (series)

11. Satisfactorily pass Navy-wide examination:

a. E-4 - E-7

b. Be within quota limitations.

12. E-7, E-8 and E-9 selected by a selection board.

13. Multiple Computation:

a. Varies with pay grade.

b. Refer to current BUPERSINST 1430.16, Manual of Advancement.

14. REFERENCES:

a. NAVPERS 15560 Naval Military Personnel Manual
b. BUPERINST 1430.16, Manual of Advancement
c. NAVEDTRA 10061 - AC List of Training Manuals and Correspondence Courses
d. NAVEDTRA 10052, Bibliography for Advancement Study
e. BUPERS Notices 1400, Concerning Advancement
f. BUPERSINST 1418.10, Personnel Advancement Requirement (PAR) Program
g. NAVPERS 18068D, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section I
h. OPNAVINST 6110.1 Health and Physical Readiness Program
i. NMPCINST 1616.1 Navy Enlisted Performance Evaluation System

## CHAPTER 7 - EDUCATION PROGRAMS

7.1 Navy Campus. The Navy Campus is the Navy's voluntary education program.

1. On-Base Navy Campus Program. A range of courses or programs, from high school completion through college degree programs that are given by civilian colleges and universities on Navy installations. Classes are provided primarily for base personnel and their adult dependents.

2. Program for Afloat College Education (PACE). Postsecondary, introductory level courses are provided aboard ship by civilian colleges and universities under contract with the Navy. This is a fully funded program. Participants must buy books only.

3. Tuition Assistance (TA) Program. TA is provided to active duty personnel. E-5 through E-9 with less than 14 years of service may receive up to 90 percent tuition funding; all other enlisted members and officers may receive up to 75 percent tuition funding. High school completion may be funded at 100 percent. Officers must have course of study approved by Navy Postgraduate School to be eligible.

4. Navy Campus Certificate/Degree Program. The Navy has made arrangements with a number of two-year and four-year colleges to waive residency requirements for active duty personnel so they may complete degree programs.

5. Functional Skills Program. This fully-funded, on-duty program may be offered to ashore and afloat commands by request of the commanding officer. Courses are intended to improve individual competency in reading, mathematics, English, and writing skills. Courses are taught under contract with civilian colleges.

6. Navy Campus High School Completion Program. A program offered either on-base or off-base to enable personnel to earn their high school diploma. Courses are fully supported with tuition assistance.

7. Instructor Service Program. Commanding Officers may authorize non-credit courses to be given on the base and are provided funds to pay for the instructor.

8. National Apprenticeship Program. This program enables enlisted personnel to register in and complete an apprenticeship in a civilian trade as related to their Navy rating. It is provided in cooperation with the Bureau of Apprenticeship and Training of the U.S. Department of Labor.

9. References. Navy Campus program guidance is in OPNAVINST 1500.45B and the CNETINST 1560.3 series. Personnel should contact the nearest Navy Campus education specialist or their education services officers to participate in Navy Campus.

7.2 Defense Activity for Non-Traditional Education Support (DANTES). The defense-wide support activity for voluntary education. Through DANTES, military personnel can take college entrance tests as well as tests for college credits. DANTES publishes an independent study guide and distributes the ACE Guide which is used by college and universities to recommend college credit for military training.

7.3 Enlisted Education Advancement Program (EEAP). EEAP allows career-motivated members to obtain an associate of Arts/Sciences degree in 24 calendar months or less.

1. Eligibility Requirements:

   a. Be a PO3 or above and have at least 4 years active duty (or PO2 with minimum of 3 years) but not more than 14 years of active duty.

   b. Possess a high school diploma or GED certificate.

   c. Have a GCT + AR1 = 110 or WK + AR = 110

2. Participants must pay all educational expenses (i.e., tuition, fees, and books). Upon enrollment in the program, participants must obligate for 6 years active duty. While attending college, selectees may still compete for advancement.

7.4 REFERENCES:

1. CNETINST 1560.3, Navy CHAMPUS
2. CNETINST 1560.5, National Apprenticeship Program
3. OPNAVINST 1500.45, Voluntary Education Programs in the Navy
4. OPNAVNOTE 1510, EEAP (Annual)
5. CNETINST 1560.7, Administration of (EEAP)
6. CNETNOTE 1560 Series

## CHAPTER 8 - COMMISSIONING PROGRAMS

### 8.1 NAVAL RESERVE OFFICER PROGRAMS

1. There are eight programs which lead to commissions in the U. S. Naval Reserve for enlisted members who possess a baccalaureate or higher degree:

a. Unrestricted Line Appointment Program (Designators 1105, 1165, 1175, 1185 and 1195)

b. Nuclear Propulsion Officer Candidate Program (Designators 1165 and 1175

c. Aviation Officer Candidate School Program (Designators 1305 and 1375)

d. Navy JAG Corps Direct Appointment Program (Designator 2505)

e. Chaplain Corps Direct Appointment Program (Designator 4105)

f. Civil Engineer Corps Direct Appointment Program (Designator 5105)

g. Nuclear Power Instructor and Naval Reactor Engineer Direct Appointment Program (Designator 1105 NR and 1105I)

h. Restricted Line appointment program (Designators 1615, 1815, 1635, 1525 and 3105)

2. Eligibility Requirements: see chart on page 8-13.

3. References:

a. BUPERSINST 1120.35

b. Directives in the 1120 and 1520 series

### 8.2 NAVAL ACADEMY PROGRAM

1. The Naval Academy offers an outstanding opportunity for qualified members to embark on careers as officers in the United States Navy or Marine Corps. Midshipmen receive approximately one-half of an Ensign's base pay per month, plus tuition, room, and board. Upon graduation, they receive a bachelor of science degree, in one of 18 majors, and a commission in the Regular Navy or Marine Corps.

2. Eligibility Requirements:

a. Be a citizen of the United States.

b. Be of good moral character.

c. Be at least 17 years of age and have not passed the 22nd birthday as of 1 July of the entering year.

d. Be unmarried and have no children.

e. To be eligible for a Secretary of the Navy nomination, member must be in the naval service for one full year (Pay Entry Base Date prior to 1 July of the entering year). This is a statutory requirement and cannot be waived. This requirement should not deter members from applying to other available nomination sources if not eligible for this type of nomination.

f. To be eligible for a Secretary of the Navy nomination, candidate must have the following Scholastic Aptitude Test (SAT) or American College Test (ACT) scores: combined SAT score (verbal/English) and math) of 800 or ACT equivalent of 34.

g. If offered an appointment, have at least 24 months of active obligated service as of 1 July of the entering year. Extensions of enlistments and/or active duty agreements may be excluded for periods of less than 1 year.

h. Meet the physical requirements in accordance with the Manual of the Medical Department.

i. Be recommended by the commanding officer.

3. References:

a. Naval Academy Catalog - This catalog is the basic reference document for admissions requirements and sources of information.

b. MILPERSMAN 1020220, Naval Academy Program

c. OPNAVINST 1531.4 (Series), Naval Academy - Naval Academy Preparatory School Program; nomination of candidates for

d. NAVOPs

## 8.3 BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRANIING (BOOST) PROGRAM

1. The Navy is engaged in a vigorous effort to ensure that opportunities for career service as naval officers are open to persons who may have been educationally or culturally deprived, but who have demonstrated in their individual environments that they possess the qualities and desire necessary for careers as naval officers. As a part of this effort, the Navy developed the BOOST program, a tailored curriculum to prepare selected individuals to be more competitive for entrance into NROTC and the Naval Academy. Students who are in need of a high school diploma can earn one while in BOOST. The military staff provides physical fitness, general military training, and counseling while a staff of civilian educators teaches the academic curriculum. In general, eligibility is based on eligibility for the follow-on officer training programs.

2. Eligibility Requirements:

a. Be a citizen of the United States

b. Be an enlisted member on active duty in the Navy or Naval Reserve.

c. Be highly motivated to become a commissioned officer and have potential for development of qualifications if given suitable educational opportunity.

d. Have 36 months of active obligated service as of 1 June of the year BOOST training commences, or agree to extend enlistment or active duty agreement for the 36 months period. If nominated for appointment to Naval Academy or NROTC agree to accept the minimum service requirements associated with that training.

e. Prospective NROTC Scholarship Program candidates shall not have reached their 21st birthday on 31 March of the year entering BOOST School. Candidates with active service in the Armed Forces prior to entering BOOST school may be granted a waiver on a month for month basis up to a minimum of 27 months.

f. To qualify for entrance into the Naval Academy, upon completion of BOOST, a candidate shall be unmarried, have no children and not have passed their 21st birthday on 1 July of the year entering the BOOST school.

g. Be at least 17 years of age. Age requirement for BOOST is contingent upon eligibility for one or more of the related officer procurement programs. Age waivers will not be granted.

h. Meet physical requirements for officer candidates prescribed in the Manual of the Medical Department.

i. Have no record of conviction by court-martial or by civil courts for other than minor traffic violations.

j. Meet high standards of personal conduct, character, patriotism, sense of duty and financial responsibility.

k. Be a high school graduate. Applicants who do not possess high school diploma, may apply and , if accepted, obtain a high school certificate during participation in BOOST based upon military educational experience and GED tests results.

l. Have taken the SAT or ACT within the 12 months preceeding the application deadline. Minimum acceptable scores are SAT: 350 verbal/400 math, ACT: 14 verbal/16 math. Waivers will not be grated.

m. Be recommended by the commanding officer.

3. References:

a. MILPERSMAN 1020360

b. OPNAVNOTE 1500 series, Subject BOOST

c. NAVOP's

## 8.4 ACTIVE-DUTY CHIEF WARRANT OFFICER (CWO) PROGRAM

1. The CWO Program, along with the Limited Duty Officer (LDO) Program, are considered to be the primary enlisted to officer programs sponsored by the Navy that do not require a college education. The active-duty CWO Program provides an opportunity for selected senior enlisted personnel to receive appointments as CWOs for the performance of duties in the technical field indicated by their former enlisted rating group.

a. CWOs are technical officer specialists who perform duties which: (1) require extensive knowledge of a specific occupational field, (2) are technically oriented, (3) are repetitive in nature, and (4) are not significantly affected by advancement in rank and therefore amenable to successive tours of duty.

b. The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWOs will emphasize increasing their technical competence within their warrant specialities.

2. General Eligibility Requirements:

a. Be a citizen of the United States.

b. Be serving as a master, senior or chief petty officer (includes frocked CPOS) on active duty in the Regular Navy or Naval Reserve (including TAR) at the time of application.

c. Have completed at least 12 but not more than 24 years active duty as of 1 July of the year in which application is made. Personnel in pay grade E-9 must have completed at least two years of active duty in pay grade E-9 on 1 July of the year of application in order to be considered for appointment to CWO3. Such service shall be computed from the time-in-rate eligibility date for advancement to MCPO.

d. Be a high school graduate or possess the service-accepted equivalent as prescribed by current directives.

e. Have no record of conviction by courts-martial nor received non-judicial punishment, nor have been convicted by a civil court for any offense other than minor, non-repetitive traffic violations for the two-year period immediately preceding 1 July of the year in which application is made.

f. Meet the requisite physical standards for appointment to CWO as prescribed by the Manual of the manual of the Medical Department, chapter 15.

g. Be of good moral character.

h. Be recommended for appointment by his or her commanding officer.

i. Students enrolled in the Enlisted Commissioning Program (ECP) are not eligible to apply for the CWO Program.

3. Application/Limitation and Requirements:

a. Eligible candidates must submit a written application for appointment as a CWO2 or CWO3, as appropriate.

b. Candidates serving in pay grades E-7, E-8 and E-9 may not apply for both the Active-duty CWO Program and the Active-duty LDO Program in the same calendar year.

c. The designators for which application is made shall be listed in the order of preference. A candidate may apply for appointment in not more than two CWO designators for which he or she considers himself or herself qualified. Individuals are encouraged to check enclosure (1) to the annual NAVMILPERSCOMNOTE 1131 for the normal path of advancement to CWO status.

d. Personnel serving in humanitarian/hardship (HUMS) or limited duty (LIMDU) assignments shall not be permitted to accept their commissions until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the commanding officer shall hold the commission in abeyance and shall notify NMPC-211 by message of the attending circumstances.

4. Appointed Grade. The appointment of each selected physically-qualified candidates will be in the grade of CWO2 permanent, in the Regular Navy except those selectees serving in pay grade E-9 who have completed two years in grade, will be appointed in the grade of CWO3 permanent, in the Regular Navy.

5. References:

a. NAVMILPERSCOMNOTE 1131 (Annual In-service Procurement Notice)

b. OPNAVNOTE 1120

c. ALNAVs

d. NAVOPs

e. CHINFOGRAMs

f. perspective

## 8.5 ACTIVE-DUTY LIMITED DUTY OFFICER (LDO) PROGRAM

1. Along with the CWO Program, the Limited Duty Officer (LDO) Program is considered to be the primary enlisted to officer program sponsored by the Navy that does not require a college education. The active-duty LDO Program provides an opportunity for selected CWOs and senior enlisted personnel to receive appointments to grades above CWO4, for the performance of duties in the broad occupational field indicated by their former CWO designator or enlisted rating group.

a. LDOs are technically oriented officers who perform duties which: (1) are limited to specific occupational fields, (2) require authority and responsibility greater than that normally expected of a CWO, (3) require strong managerial skills, and (4) are outside the normal development pattern for unrestricted line (URL), restricted line (RL), and staff corps officers or for which no URL, RL or staff corps officers are available.

b. The LDO meets the need for officer technical management skills.

2. General Eligibility Requirements:

a. Be a citizen of the United States.

b. Be serving on active duty in the Regular Navy or Naval Reserve (including TAR) at the time of application and if selected, must remain on active duty until the appointment is tendered.

(1) Enlisted personnel in the TAR program who are selected for appointment to LDO will have their TAR designation administratively removed prior to appointment.

c. Be a high school graduate or possess the service-accepted equivalent as prescribed by current directives.

d. Have no record of conviction by courts-martial nor received non-judicial punishment, nor have been convicted by a civil court for any offense other than minor, non-repetitive traffic violations, for the two-year period immediately preceding 16 January of the year in which application is made.

e. Meet the requisite physical standards for appointment to LDO as prescribed by the Manual of the Medical Department, Chapter 15.

f. Be of good moral character.

g. Be recommended for appointment by his or her commanding officer.

3. CHIEF WARRANT OFFICER ELIGIBILITY. In addition to the requirements specified above, CWO applicants for the Active-duty LDO Program must meet the following requirements:

a. Be serving as a CWO (permanent or temporary) on 1 October of the year in which application is made.

b. Have completed at least two years service as a CWO immediately preceding 1 October of the year in which application is made. Such service shall be computed from the initial date of rank of CWO2.

4. ENLISTED ELIGIBILITY. In addition to the requirements specified above, enlisted applicants for the Active-duty LDO Program must also meet the following requirements:

a. Be serving as a petty officer first class, chief or senior chief petty officer on 16 January of the year in which application is made. Applicants serving as a petty officer first class must have served in that grade for at least one year immediately preceding 16 January of the year in which application is made. Such service shall be computed from the time-in-rate date for advancement to petty officer first class.

b. Have completed as least eight but not more than 16 years of active duty as of 1 July of the year in which application is made.

c. Petty officer first class applicants must complete all applicable personnel advancement requirements (PARs) except time in grade and must successfully compete in the annual Navy-wide examination for advancement to chief petty officer. An applicant whose final multiple is equal to, or greater than, the minimum final multiple for selection board eligibility will be designated LDO Selection Board Eligible.

5. ACTIVE DUTY PERSONNEL. Naval reservists on active duty, including naval reservists in the TAR program, are eligible for appointment to LDO under the Active-duty LDO Program. Canvasser recruiters, members on temporary active duty (TEMAC), and reservists on active duty for training (ACDUTRA) are eligible to apply under the Inactive-duty Naval Reserve LDO Program.

6. Application/Limitation and Requirements:

a. Candidates serving in pay grades E-6, E-7 and E-8 may not apply for both the Active-duty CWO Program and the Active-duty LDO Program in the same calendar year.

b. The designators for which application is made shall be listed in the order of preference. A candidate may apply for appointment in not more than two LDO designators for which he or she considers himself or herself qualified. Individuals are encouraged to check enclosure (1) to the annual NAVMILPERSCOMNOTE 1131 for the normal path of advancement to LDO and CWO status.

7. Appointed Grade. The appointment of each selected physically-qualified candidate will be in the grade indicated below:

a. CWO candidates will be appointed in the temporary grade of lieutenant (junior grade) in the Regular Navy.

b. Enlisted candidates will be appointed in the temporary grade of ensign in the Regular Navy.

8. References:

a. MILPERSMAN 1020300

b. NAVMILPERSCOMNOTE 1131 (Annual In-Service Procurement Notice)

c. OPNAVNOTE 1120

d. ALNAVs

e. NAVOPs

f. CHINFOGRAMs

g. perspective

## 8.6 CHIEF WARRANT OFFICER PHYSICIAN'S ASSISTANT

1. Description

a. Chief Warrant Officer Physician's Assistants are technical officer specialists with the academic and practical training to provide patient services under the supervision of a physician. They perform duties which (1) require extensive knowledge of a specific occupational field, (2) are technically oriented, (3) are repetitive in nature, and (4) are not significantly affected by advancement in rank; therefore these officers are amenable to sucessive tours of duty in the same type of billet.

b. The Chief Warrant Officer provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of Chief Warrant Officer Physician's Assistants will emphasize increasing their technical competence within their specialty.

c. Chief Warrant Officer Physician's Assistants are procured separately from all other active CWOs in the Navy. Due tos the unique trust placed in Chief Warrant Officer Physician's Assistants, each selectee will be required to attend the Physician's Assistants Training Program prior to commissioning. Selectees retain their permanent enlisted pay grade while enrolled in the training program, which is approximately 60 weeks in duration, concentrating on academic training and practical patient experience. Disenrollment from the training program prior to commissioning will result in the member's obligation to fulfill his/her enlistment contract, including any extension, in their permanent enlisted pay grade. Upon sucessful completion of the training program, selectees will be discharged from their enlisted status and commissioned a Chief Warrant Officer Physician's Assistant (designator 7541).

2. General Eligibility Requirements. To be eligible to apply for the active-duty Commissioned Warrant Officer Physician's Assistant Program applicants must meet the following requirements:

a. Be a citizen of the United States.

b. Be serving on active duty in the Regular Navy or Naval Reserve (including TAR) at the time of application and, if selected, remain on active duty until the appointment is tendered. If selected, applicants must agree to incur an additional 60 months of obligated service from the date which training commences.

c. Be serving as a petty officer second class or above (pay grades E-5 through E-9) in the Hospital Corps rating. There is no time-in-grade requirement.

(1) Have completed at least 6 years of active Naval service as of the date of application and not more than 24 years of active Naval service by the date of graduation and commissioning.

(2) Selectees who complete the training program will be appointed as Chief Warrant Officer, W-2. Selectees who have completed at least two years of active duty in pay grade E-9 as of the date of application will be alppointed Chief Warrant Officer, W-3. Such service shall be computed from the time-in-rate date as a Master Chief Petty Officer.

d. Be a high school graduate or possess a GED as prescribed by current directives. In addition, applicants must have a minimum GCT/ARI score of 110 or WK/AR score of 110.

e. Have no record of conviction by courts-martial, been awarded non-judicial punishment, nor have been convicted by a civil court for any offense, other than minor traffic violations, for the two-year period immediatley preceding 1 July of the calendar year in which application is made.

f. Meet the requisite physical standard(s) for appointment to a Chief Warrant Officer grade prescribed by the Manual of the Medical Department, Chapter 15.

g. Be of good moral character.

h. Be recommended for appointment by the commanding officer.

3. Appointment Grade. Upon successful completion of the Physician's Assistant Training Program each physically qualified selectee will be commissioned in the grade of Chief Warrant Officer (W-2), permanent, designator 7541, in the Regular Navy pursuant to 10 USC 555 except that selectees serving in pay-grade E-9 who have completed two years in grade, as prescribed in subparagraph 2c(2) will be appointed in the grade of Chief Warrant Officer, W-3, permanent, designator 7541, in the Regular Navy pursuant to 10 USC 555.

## 8.7 MEDICAL SERVICE CORPS OF THE NAVAL RESERVE

1. This program is open to qualified enlisted members on active or inactive duty and leads to an appointment to commissioned status in the various sections of the Medical Service Corps, U.S. Naval Reserve.

2. Eligibility requirements:

a. Be a citizen of the U. S.

b. Meet the maximum age at time of appointment: LT - 40; LTJG - 39; ENS - 32.

c. Be physically qualified in accordance with standards set forth in the Manual of the Medical Department for Staff Corps of the Naval Reserve.

d. Meet the professional requirements for appointment as outlined in MILPERSMAN 1020130.

3. References:

a. MILPERSMAN 0120318
b. NMPCINST 1120.1
c. NAVOP's
d. BUPERSNOTE 1120

## 8.8 HEALTH CARE ADMINISTRATION - REGULAR NAVY

1. The Medical Service Corps Inservice Procurement Program is a continuing program which provides a path of advancement to commissioned officer status for senior Regular Navy HM and DT personnel (pay grades E-6 through E-9) who possess the necessary potential, outstanding qualifications, and motivation.

2. Eligibility requirements are outlined in BUPERSINST 1120.15.

## 8.9 MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP).

1. The MEPC affords naval medical department enlisted personnel an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commissoin as a nurse corps officer. The program also provides an opportunity for upward mobility to outstanding performers in the Hospital Corpsman and Dental Technician ratings.

a. Program Authority 10 USC 591

b. Quota: As prescribed by the Deputy Chief of Naval Operations (Manpower, Personnel and Training), but not more than 25 selected per year.

2. Qualifications:

a. Citizenship: Applicants must be citizens of the United States

b. Sex: Open to men and women.

c. Age: Applicants must be at least 22 but not more than 31 years of age as of the date of enrollment.

d. Martial Status: No restrictions.

e. Education and Academics;

(1) Applicants must have satisfactorily completed undergraduate course work sufficient to complete the requirements for a bachelor of science degree in nursing within 30 consecutive months. Advanced academic standing may be granted at the discretion of an individual school, however, candidates as advanced will be expected to complete degree requirements in a proportionately

reduced period of time.

(2) Applicants must have maintained a cumulative grade point average of 2.5 or better on a 4.0 scale.

(3) Enrollees will be full-time students throughout the year (including summer sessions)

(4) Waivers may be granted for the educational/academic requirements on an individual basis.

(5) Selectees must enroll in a Baccalaureate Program leading to a Bachelor of Science degree in nursing which is approved by Commander, Naval Medical Command and accredited by the National League for Nursing.

(a) Physical Standards: Must meet physical standards for officer candidates as prescribed in the Manual of the Medical Department.

(b) Time in Service: Applicants must have at least 4 years active service as of the date of application and not more than 11 years of active service as of the date of enrollment.

3. Source: Active duty HM and DT personnel of the regular and reserve components of the United States Navy.

4. Funding: Selectees will receive full pay and allowances but will defray the cost of tuition, fees, books and other expenses incurred while participating.

5. Indoctrination: Selectees must successfully complete officer indoctrination school upon completion of the MECP.

6. Appointment: Ensign, Nurse Corps, United States Naval Reserve.

7. Active Duty Obligation:

a. Selectees must volunteer to reenlist for six years from the date of enrollment.

b. Selectees disenrolled form the MECP at anytime will complete their active duty obligation in their previous rating.

c. Selectees will incur a four-year active duty obligation from completion of officer indoctrination school.

8.10 NROTC SCHOLARSHIP PROGRAM

1. Eligibility requirements:

a. Be U. S. citizen.

b. Be under 25 years of age on 30 June of year member would be eligible for commissioned status. Age waivers may be granted for prior active military service on a month-for-month basis, computed as of 1 September of the year of enrollment in NROTC, provided the applicant would not reach his or her 29th birthday by 30 June of the year in which graduation and commissioning are anticipated.

c. Be high school graduate or possess an equivalency certificate.

d. Be physically qualified.

e. Be morally qualified and possess officer-like qualities and character.

f. Have no moral obligations or personal convictions which would prevent conscientiously supporting and defending the Constitution of the United States against all enemies.

g. Have no record of military or civil offenses - candidates awaiting trial or sentence, on probation, under suspended sentence or under any other type of military or civil restraints as a result of violation of law or regulation, or who have been convicted of a misdemeanor, the naute of which manifestly renders them unfit or commissioned service, are not acceptable.

2. In addition to meeting the above listed eligibility requiremens, if an individual has acquired enough college credit to enter as a college junior, and meets existing aceadmic prerequisites, application may be made for a two year NROTC scholarship.

3. References:

a. MILPERSMAN 1020210

b. COMNAVCRUITCOMINST 1110.1, Officer Recuiting Manual

c. OPNAVNOTE 1533 series, subject NROTC Scholarship Programs

d. NROTC Bulletin (Current Edition)

e. NAVOP's

8.11 ENLISTED COMMISSIONING PROGRAM (ECP)

1. The Enlisted Commissioning Program is an undergraduate education program that provides an opportunity for outstanding career motivated active duty enlisted personnel in the Navy or Naval Reserve, who have previous college credit, to earn a regular commisison. Selectees will be ordered to the ECP On a permanent change of station (PCS) basis and enrolled in a participating Naval Reserve Officers Training Corps (NROTC) host while participating in the ECP will be defrayed by the candidate.

2. Eligibility Requirements:

a. Be a citizen of the United States

b. Be an enlisted member of the Navy or Naval Reserve on active duty and have completed at least four (4) years but not more than eleven (11) years of active service as of 1 September of the year of enrollment.

c. Be at least 22 years of age but not reached the 31st birthday as of 1 September of the year of enrollment.

d. Have completed sufficient undergraduate course work to complete requirements for a nontechnical degree in 30 months or a technical degree in 36 months. Applicants who will pursue nontechnical degrees must have 45 fully transferable semester hour credits. Applicants who will pursue technical degrees must have 30 fully transferable semester hour credits. Credits obtained through such programs as the College Level Examination Program (CLEP) and from colleges and universities not accredited by a Regional Association of Colleges and Secondary Schools are generally not considered fully transferable.

e. Have a cumulative grade point average of 2.3 or better on a 4.0 scale.

f. Meet physical standards for officer candidates prescribed in the Manual of the Medical Department.

g. Have no record of conviction by court-martial, non-judicial punishment, or civil court for other than minor traffic violations during the two years preceding 1 November of the year of entering to the program.

h. Be recommended by the commanding officer.

3. References:

a. MILPERSMAN Article 1020355

b. Annual OPNAVNOTE 1530, subject ECP

8.12 LIMITED DUTY OFFICER (LDO) (AVIATOR) PROGRAM

1. The LDO (Aviator) Program provides an opportunity for selected enlisted personnel to receive an appointment in the grade of ensign, for limited duty as a naval aviator.

2. ELIGIBILITY REQUIREMENTS. To be eligible to apply for the LDO (Aviator) Program and subsequent appointment as a LDO (Aviator) in the U. S. Navy or U. S. Naval Reserve, applicants must meet the following requirements.

a. Be a citizen of the United States.

b. Be serving on active duty in the Regular Navy or Naval Reserve (including TAR) at the time of application. Applications will not be accepted from participants in the Nuclear Power Program, CANVASEER Recruiters members on Temporary Active Duty (TEMAC), and reservists on Active Duty For Training (ACDUTRA).

(1) Applicants must have completed at least four years of active duty as of 1 July of the year in which application is made.

(2) Enlisted personnel applying for appointment in the regular Navy must be members of the regular Navy.

(3) Enlisted personnel in the TAR Program who are selected for the LDO (Aviator) Program will have their TAR designation administratively removed prior to their appointment as a LDO (Aviator).

c. Be serving as a chief, first or second class petty officer (paygrades E-7 through E-5) on 1 July of the year in which application is made. There is no time-in-grade requirement. Petty officers second class will be administratively advanced to E-6 upon successful completion of the aviation training syllabus.

d. Be under 30 years of age as of 1 July of the year in which application is made.

e. Have completed at least 60 semester hours, or 90 quarter hours, at an accredited college or university or possess a service-accepted equivalent.

f. Have a minimum Academic Qualification Test/Flight Aptitude Rating (AQT/FAR) score of 3/5.

g. Have no record of conviction by courts-martial nor been awarded NJP, nor have been convicted by a civil court for any offense other than minor traffic violations for the two-year period immediately preceding 1 July of the year in which application is made.

h. Meet physical standards prescribed by the Manual of the Medical Department, Chapter 15, Section V.

i. Be recommended for appointment by his or her commanding officer.

3. APPLICATIONS. Eligible candidates must submit a written application for the LDO (Aviator) Program.

4. COMMISSION. LDO (Aviators) will be commissioned and receive their wings upon completion of all training progarm requirements and a five year obligation will be incurred.

5. APPOINTMENT GRADE. Applicants selected for the LDO (Aviator) Program will retain their permanent enlisted paygrade. Disenrollment from the LDO (Aviator) Training Program prior to commissioning will result in the member's obligation to fulfill his or her enlistment agreement, including any extensin thereof. Upon successful completion of the LDO (Aviator) Training Program, LDO (Aviator) candidates will be commissioned as LDO Ensigns (designator 6302) and designated Naval Aviators.

6. TRAINING. Enlisted personnel selected for the LDO (Aviator) Program will be ordered to the Naval Aviation Schools Command, Pensacola, Florida for 14 weeks of Aviation Officer Indoctrination, 16 weeks Primary Flight Training and 23 weeks Maritime (Prop) Training. Due to the vigorous physical training received during the initial 14 week training phase, it is essential that candidates be in top physical condition upon reporting to the Naval Aviation Schools Command.

7. PROGRAM MANAGEMENT. Except as provided above, regulations and instructions pertaining to all other Active-duty LDOs are applicable to the LDO (Aviator) subsequent to commissioning.

8. References:

a. NAVMILPERSCOMNOTE 1131

b. SECNAVINST 1120.2

# OFFICER CANDIDATE SCHOOL, NEWPORT, RHODE ISLAND

| PROGRAM/DESIGNATOR | AGE | SEX | EDUCATIONAL REQUIREMENTS | PHYSICAL REQUIREMENTS | OBLIGATED SERVICE/TRAINING |
|---|---|---|---|---|---|
| WOMEN OFFICERS<br>1105 | 19 - 35<br>NO WAIVER | FEMALE | BS/BA, Prefer technical majors, will take some liberal arts with some mathematics/science | Vision 20/20 correctable.<br>Normal color perception.<br>Must be correctable to 82% Binocular Visual Efficiency (BVE) | 4 Years<br>OCS (16 Weeks), Newport, RI<br>CORE School, Fleet Sonar School, etc., depending on assignment. Almost 50% of all officers go overseas for first tour of duty. |
| SURFACE WARFARE<br>1165 | 19 - 35<br>NO WAIVER | MALE | BS/BA, Prefer technical majors, will take some liberal arts with some mathematics/science | Vision 20/20 correctable.<br>Normal color perception.<br>Spherical + 5.5 diopters<br>Cylindrical ± 3.00 diopters | 4 Years<br>OCS (16 Weeks), Newport, RI followed by Surface Warfare Officer's School, Little Creek or Coronado, CA |
| STRATEGIC WEAPONS SUBMARINES<br>1175 | 19 - 29<br>24 MONTHS PRIOR SVC WAIVERS | MALE | BS/BA, Prefer technical majors, will take some liberal arts with some mathematics/science.<br>Limited Openings | Vision 20/20 correctable<br>Normal color perception.<br>Spherical + 4.5 diopters<br>Cylindrical ± 2.00 diopters | 4 Years<br>OCS (16 Weeks), Newport, RI<br>Sub School (16 weeks), New London, Poseiden/Polaris Weapons Training |
| SPECIAL WARFARE<br>1185 | 19 - 29<br>24 MONTHS PRIOR SVC WAIVERS | MALE | BS/BA, Open to prior enlisted with Basic Underwater Demolition School (BUDS) Training ONLY. | Vision 20/20 correctable<br>Normal color perception.<br>Spherical + 5.5 diopters<br>Cylindrical ± 3.00 diopters | 4 Years<br>OCS (16 Weeks), Newport, RI<br>Civilians then go to BUDS. This duty is with UDT/SEAL Types ONLY. |
| NUCLEAR POWER (NUPOC)<br>1165/1175 | 19 - 27½<br>NO WAIVERS | MALE | BS/BA in Engineering, Mathematics, Physics, Chemistry, Hard Sciences, with minimum of one year of engineering physics and math through integral calculus. Practically speaking, should have 2.5+ GPA with top grades in technical courses. Liberal arts majors also eligible with minimum courses if applicant has top grades. | Vision 20/20 Correctable<br>Normal color perception<br>Diopter minimum/maximum see 1165/1175 designators. | 3 years upon completion or release from Nuclear Power Training.<br>OCS (16 Weeks), Newport, RI<br>NUC Pwr Scol (6 mos) Orlando Prototype (6 mos) Idaho Falls Schenectady NY, Windsor CN.<br>Sub School (12 wks) New London or Pearl Harbor |
| SPECIAL OPERATIONS<br>1195 | 19 - 35<br>NO WAIVER | MALE | BS/BA, Prefer technical majors, will take liberal arts with some mathematics/ science | Vision 20/20 correctable<br>Normal color perception.<br>Spherical + 5.5 diopters<br>Cylindrical ± 3.00 diopters | 4 Years<br>OCS (16 Weeks), Newport, RI followed by specialized training. This duty is with EOD Diving and Salvage ONLY. |
| ENGINEERING DUTY<br>115S ED<br>1465 | 19 - 35<br>NO WAIVER | FEMALE OR MALE | BS/BA in Engineering and Science | Any degree of visual acuity<br>No color perception<br>Spherical + 8.00 diopters<br>Cylindrical ± 3.00 diopters | 4 Years<br>OCS (16 weeks), Newport, RI<br>Males must apply for 1165/1175 to get into this program. They will convert to EDs after SWO qualified or qualified in Submarines |
| CRYPTOLOGY<br>1615 | 19 - 35<br>NO WAIVER | FEMALE OR MALE | BS/BA in Mathematics, Physics, Electronics, Engineering, Computer Technology, Foreign Language, Economics, Geography, History, or Political Science | Any degree of visual acuity<br>No color perception<br>Spherical + 8.00 diopters<br>Cylindrical ± 3.00 diopters | 4 Years<br>OCS (16 weeks) Newport, RI<br>Further training depends on assignment. Usually go to NTTC Pensacola 3 to 10 wks.<br>Immediate family must be US. |
| GEOPHYSICS<br>1805 | 19 - 35<br>NO WAIVER | FEMALE OR MALE | BS/BA in Meterology, physical oceanography, geophysics, physics, physical geography, calculus, NOT MARINE BIOLOGY. | Any degree of visual acuity.<br>No color perception<br>Spherical + 8.00 diopters,<br>Cylindrical ± 3.00 diopters | 4 Years<br>OCS (16 Weeks), Newport, RI<br>First assignment usually with weather central or with an oceanographic vessel. |

## OFFICER CANDIDATE SCHOOL, NEWPORT, RHODE ISLAND (CONTINUED)

| PROGRAM/DESIGNATOR | AGE | SEX | EDUCATIONAL REQUIREMENTS | PHYSICAL REQUIREMENTS | OBLIGATED SERVICE/TRAINING |
|---|---|---|---|---|---|
| INTELLIGENCE<br>1635 | 19 - 35 | FEMALE OR MALE | BS/BA<br>Degree in Engineering, the physical and natural sciences government, modern history, political science, international relations, or other academic area related to intelligence is preferred. | Any degree of visual acuity.<br>No color perception<br>Spherical ± 8.00 diopters<br>Cylindrical ± 3.00 diopters | 4 years<br>OCS (16 weeks) Newport, RI<br>Candidates receive 20 weeks additional training at the Armed Forces Intelligence Training Center, Denver, CO |
| SUPPLY CORPS<br>3105 | 19 - 35 | FEMALE OR MALE | BS/BA<br>Economics, Bus AD, Accounting Computer Science, Math, Liberal Arts. Women must have a business background. | Any degree of visual acuity.<br>No color perception<br>Spherical ± 8.00 diopters,<br>Cylindrical ± 3.00 diopters. | 3 or 4 yrs (applicant choice)<br>OCS (16 Weeks) Newport, RI<br>Supply School (6 mos) Athens, GA. Men go to sea for their first tour. |

## OFFICER INDOCTRINATION SCHOOL, NEWPORT, RHODE ISLAND

| | | | | | |
|---|---|---|---|---|---|
| CEC<br>5105 | 19 - 35 | FEMALE OR MALE | BS/BA in just about any engineering major or in architecture (5 yr degree). Engineering degree must be accredited by the Educational Council on Professional Development (ECPD). B.Arch. must be accredited by the National Architecture Accrediting Board (NAAB). | Any degree of visual acuity provided the refractive error is not excessive. | 3 or 4 years (applicant's coice). OIS (6 weeks) Newport RI, CECOS (9 weeks) Port Hueneme, CA. Candidates incur a six year USNR MSR. |
| NUPOC INSTRUCTOR - NAVAL REACTORS STAFF<br>11051/MR | 19 - 35 | FEMALE OR MALE | BS/BA minimum, MS preferred. Math, physics, engineering, other technical majors (biology included). | Any degree of visual acuity provided refractive error is not excessive. | 4 years only. No career pattern. OIS (6 weeks) Newport, RI (6 year USNR MSR) Nuclear Power School Orlando for OJT or to Division of Naval Reactors for OJT. |

## AVIATION OFFICER CANDIDATE SCHOOL, PENSACOLA, FLORIDA

| | | | | | |
|---|---|---|---|---|---|
| NAVAL FLIGHT OFFICERS<br>1375 | 19 - 29 | FEMALE OR MALE | BS/BA<br>Engineering/Hard Science Computer Science, Physical Education, Business, Liberal Arts. | Vision 20/20 correctable.<br>Normal color perception.<br>Height: 64" - 78" | Attend AOCS for 14 weeks, Obligated service - 5 years upon receipt of wings, if subsequently disenrolled 6 year obligation. |
| PILOT<br>1395 | 19 - 29 | FEMALE OR MALE | BS/BA<br>Engineering/Hard Science<br>Physical Education<br>Business, Liberal Arts | Vision: 20/20 uncorrected,<br>Normal color/depth perception<br>Height: 64" - 78" | Attend AOCS for 14 weeks, Obligated Service - 5 yrs upon receipt of wings. Basic/Advanced flight training for approximately 16-18 months. |
| AIR INTELLIGENCE<br>1635 | 19 - 35 | FEMALE OR MALE | BS/BA<br>Primary technical areas are desired. | Vision: 20/20 correctable, Uncorrected eyesight immaterial. Color perception required. Height: 64" - 78" | Attend AOCS for 14 weeks, Obligated service - 5 years active duty upon receipt of commission. 6 yr USNR obligation (active/inactive). |
| AVIATION MAINTENANCE DUTY OFFICER<br>1525 | 19 - 35 | FEMALE OR MALE | BS/BA<br>Engineering, Math, physics, management. | Vision: 20/20 correctable, Uncorrected eyesight immaterial. Color perception not required. Height: 64" - 78" | Attend AOCS for 14 weeks. Obligated Service: 4 years upon commissioning. 6 yrs USNR obligation (active/inactive). |
| AVIATION RESERVE OFFICER CANDIDATE (AVROC)<br>1395/1375 | 17 - 29 | MALE | Sophomore/Juniors in College | Pilots: Vision 20/20<br>Normal color/depth perception<br>NFO: Vision 20/20 correctable<br>Normal Color<br>Height: 64" - 78" | May apply after 30 SH/45 QH of college credit. Attend 8 wks AOCS between junior and senior yr. Finish after graduation. 5 yr obligation |

## CHAPTER 9 - NAVAL RESERVE PROGRAM

### 9.1 BACKGROUND

1. The Naval Reserve is designed as a reservoir of personnel assets which can be mobilized to augment active Naval forces in the event of national emergency.

2. In response to a SECNAV decision, major restructurings were effected in 1972, 1976-77 and again in 1983. Restructuring had two main objectives: (1) to improve the Reserve training and administration through the establishment of a responsible management system which concentrates modern training equipment; and, (2) to make the Selected Reserve a more responsive part of the Total Force Navy by restructuring its programs and units within the same framework as programs and units of the active Navy and by assigning units to specific ships and shore activities for mobilization.

3. The Naval Reserve is definitely an integral part of the Navy's operating force. The following list identifies the extent of Naval Reserve involvement in the Navy's Total Force:

100% of Naval U.S. Based Logistic Airlift
100% of Light Attack Helicopter Squadrons
100% of Navy Combat SAR Capability
100% of Naval Mobile Inshore Undersea Warfare Units
99% of Naval Control of Shipping Organization
88% of Naval Ocean Minesweepers
86% of Navy Cargo Handling Battalions
80% of Military Sealift Command Military Personnel
68% of Navy Mobile Construction Battalions
66% of Naval Special Boat Forces
35% of Naval Maritime Air Patrol Squadrons
34% of Naval Intelligence Personnel
33% of Navy Composite (Service) Squadrons
30% of Naval Medical Support Personnel
14% of Navy Tactical Carrier Air Wings
9% of Navy Base Operating Support Personnel
6% of Navy Amphibious Warfare Ships
3% of Navy Surface Combatants

### 9.2 ORGANIZATION

The Naval Reserve is under the command of the Commander, Naval Reserve Force, with headquarters in New Orleans, LA. Assisting in the administration and training of Naval Reservists are Commander Naval Surface Reserve Force, Commander Naval Air Reserve Force, sixteen Naval Reserve Readiness Commands, six Naval Reserve Air Wings, fifteen Naval Air Stations/Facilities/Air Reserve commands afloat units under cognizance of CINCPACFLT and CINCLANTFLT and the Reserve Naval Construction Force located throughout the United States and overseas. The Naval Reserve is structured into the same mission programs as the Regular Navy.

### 9.3 MILITARY SERVICE OBLIGATION

Each person who became a member of an Armed Force before 1 June 1984 shall serve for a total of six years. Beginning 1 June 1984 all persons entering military service incurred an eight year obligation. The total military obligation extends to various lengths of active/inactive service. Any part of such service that is not active duty or active duty for training shall be performed in a reserve component. Upon release from active duty, each Navy member receives a letter from the Commanding Officer, Naval Reserve Personnel Center which directs him to the Naval Reserve activity nearest his home for an interview. Each reservist is counseled as to his particular obligation and the opportunities available to fulfill that obligation. Upon completion of that obligation, and upon request, transfer to the Standby Reserve and subsequent discharge from the Naval service may be effected. Naval Reservists assigned to reserve units obligate themselves for:

1. At least 90% attendance at regularly scheduled drills, and
2. Performance of active duty for training (12-14 days) each year, and
3. Meeting annual physical qualifications.

Additional information and requirements may be found in BUPERINST 5400.42 series.

9.4 BENEFITS

1. Pay - Reservists assigned to a drill pay billet receive one day's basic pay for each drill satisfactorily performed. The minimum period for a drill for pay purposes is four continuous hours. Reservist perform two drill periods a day totaling four drill periods during a drill weekend. Some programs, such as Naval Reserve Force Ships, Special Boat Units and Aviation Squadrons offer earned opportunities to perform additional paid drills. Full pay and allowances are earned during annual Active Duty for Training (ACDUTRA) performed in a pay status. Members under DIFOT (duty in a flying status involving operational or training flights) orders may also earn Aviation Career Incentive Pay during both drill and ACDUTRA periods. Also, other hazardous duty pay (diving, demolition, etc..) may be earned during drills and ACDUTRA. Information on types of drills may be found in BUPERSINST 5400.42 series.

a. Computation of Drill Pay - Drill pay is computed on the basis of the members pay grade and length of service. The monthly basic pay, as applicable, is divided by 30 to provide the daily pay a member receives for each drill completed. The Training Category of the member determines the number of authorized drills for which a member may be paid during a fiscal year.

b. Computation of ACDUTRA Pay - ACDUTRA pay is computed on the basis of the members paygrade and length of service. The basic pay, BAQ, COMRATS/BAS, as applicable, are divided by 30 to provide the daily pay a member receives for each day of ACDUTRA performed.

2. Affiliation Bonus - Individuals in certain ratings in the Selected Reserve who have completed their term of active obligated service and have no remaining mandatory drilling obligation at the time of affiliation are eligible for an affiliation bonus. Affiliation bonuses provide incentives for personnel who have been released from active duty, with some military service obligation remaining, to affiliate with the Selected Reserve for the remainder of their initial military service obligation. Additional information concerning the affiliation bonus is available in BUPERSINST 5400.42 series.

3. Reenlistment Bonus - Certain ratings within the Selected Reserve are eligible for reenlistment incentives while assigned to a Reserve unit. Enlistment incentives may be offered in ratings where critical shortages exist in the Selected Reserve. Additional information concerning the reenlistment incentive program is available in BUPERSINST 5400.42 series.

4. Uniforms

(a) Enlisted personnel below paygrade E-7 - Initial clothing issue must be retained throughout the member's period of obligated service. Those who reenlist and affiliate with a Reserve unit more than 90 days after discharge are entitled to a new issue of clothing if the prior issue is no longer serviceable. Additionally, unserviceable clothing items may be exchanged for new on a one for one basis while assigned to a Naval Reserve unit.

(b) Officers and Chief Petty Officers - Eligible for periodic uniform maintenance allowance.

5. Advancement - Regular Navy personnel with remaining obligated service who are transferred to the Naval Reserve to complete their obligation and other Reserve personnel, upon release from active duty, retain their rate by timely affiliation (within 90 days) with a drilling unit of a Reserve component. Advancement requirements can be found in Section 2, BUPERSINST 1430.16 series. (Manual of Advancement).

6 Education and Training - Affiliation with a Reserve unit will allow the member to maintain proficiency in rate and broaden skills and leadership abilities acquired during active service. Members participating with the Ready Reserve are also eligible to attend formal courses of instruction (service schools) and complete Navy correspondence courses.

7. Base/Recreational/Movie Theater facilities - Use of recreation/base facilities are available upon approval of the base commanding officer.

(a) Exchange Privileges - Authorization has been granted for unlimited use of any military exchange for participating members of the Naval Reserve. The authorization privilege is based on one day of exchange use for each four hour drill performed. Dependents may utilize the exchange on the member's behalf providing the dependent has the sponsor's earning statement or letter of authorization from the Reserve activity and proper identification to establish dependent relationship to the member.

(b) Commissary Privileges - Available to both the Reserve member and dependents during ACDUTRA periods. ACDUTRA periods must be over 72 hours in duration.

8. Medical Care - Available if illness or injury occurs during authorized drills or active duty for training and during travel to and from active duty for training site. Additional information on medical care may be found in SECNAVINST 1770.3.

9. Travel - Space available travel on government aircraft (except MAC) may be authorized when not in a duty status. Travel is limited to continental United States, Alaska, Hawaii, Guam and Puerto Rico. Travel must be completed in uniform, member must present ID card and an Authorization of Reserve Status for Travel Eligibility (DD 1853). See OPNAVINST 4630.25 series for additional information.

10. Serviceman's Group Life Insurance - Effective 1 Dec 1981, full-time coverage, 365 days a year, in the maximum amount of $35,000, is provided those personnel serving in the Naval Reserve (pay or non-pay) who are assigned to a unit in which they will be scheduled to perform at least 12 drills and may be required to perform active duty for training. The cost for $35,000 coverage is $4.06 per month effective 1 July 1982.

11. Retirement - Earn sufficient retirement points each anniversary year to qualify for retirement with pay. (See paragraph 9.5 of this chapter on how points are earned.)

12. Reserve Component- Survivor Benefit Program (RC-SBP) - Public Law 95-397 of 1978 established the Reserve Component - Survivor Benefit Program to provide retirement eligible reservists an opportunity to select guaranteed protection for their survivors. (See paragraph 9.6 of this chapter for information on this program).

## 9.5 RETIREMENT

1. Eligibility - Members of the Naval Reserve may qualify for retirement pay by completing 20 years of "qualifying service", providing the last eight years of qualifying service were accomplished in a Reserve component. Qualified Reservists are eligible, upon application, to commence receiving retirement pay and other benefits upon reaching age 60.

2. Qualifying Service - Current directives require that a Naval Reservist must earn a minimum of 50 retirement points in an anniversary year to be credited with a year of qualifying service for retirement purposes.

3. Anniversary Year - Naval Reservists who were members of the Naval Reserve on 30 June 1949 and have served continuously without a break in service of over 24 hours have an anniversary extending 1 July to 30 June. After 1 July 1949, an anniversary year is defined as the date of entry into the Naval Reserve to a date 365 days in the future provided there is no break in service of over 24 hours. After a break of more than 24 hours, the reentry date into the Naval Reserve starts a new anniversary year.

4. Retirement Points Earned

a. Active Points

(1) Active Duty/Active Duty for Training (ACDUTRA) - One point for each day of active duty or ACDUTRA (including constructive travel time) served.

b. Inactive Points

(1) Drills - One point for each authorized drill attended (pay or non-pay status).

(2) Correspondence Courses - Varying point credit for completion of approved correspondence courses.

(3) Gratuitous Points - A maximum of 15 gratuitous points credited for completion of membership in an active status reserve component during an anniversary year (except Standby Reserve (S2).

NOTE: No more than 60 INACTIVE POINTS per anniversary year can be credited for retirement pay computation purposes. The 60 inactive points are combined with all ACTIVE POINTS earned per anniversary year (maximum 365/366) to be used in retirement pay computations.

5. Retirement Pay Computations - The following procedure is used in computing retired pay:

a. Total all points earned duing a "qualifying year" of Naval Reserve service. (Maximum INACTIVE POINTS creditable is 60, plus all ACTIVE POINTS earned)

b. Divide the grand total by 360. Carry division to 3 decimal points and round off to 2 decimal points.

c. Multiply this figure by two and one-half percent (.025). Carry the multiplication to 5 decimal points and round off to 4 decimal points.

d. The monthly basic pay applicable to the member based on the members paygrade and length of service will be multiplied by the figure obtained in step "C" to obtain the retirement pay.

e. The formula may be set up as follows:

$$\frac{\text{TOTAL POINTS}}{360} \times .025 \times \text{BASIC PAY} = \text{RETIREMENT PAY}$$

NOTE: Retired pay benefits must be requested by the member in writing, the process is NOT AUTOMATIC. Refer to paragraph 9.8 for application procedures.

9.6 RESERVE COMPONENT - SURVIVOR BENEFITS PROGRAM (RC-SBP)

1. Eligibility - To be eligible to enroll under RC-SBP, a member of the Naval Reserve must have completed 20 qualifying years of Federal service (combined active and inactive service) and be in receipt of the "Notification of Eligibility for Retired Pay at Age 60" (NOE). An RC-SBP instruction booklet containing an "Option Election Certificate" is provided to the member with the NOE.

2. Application Procedures - The member has 90 days from the receipt of the NOE to return the completed "Option Election Certificate" to the Naval Reserve Personnel Center. The Naval Reserve Personnel Center will only accept "Option Election Certificates" postmarked pior to the end of the 90 day election period. Those personnel who have specific questions concerning their own situation, are encouraged to contact the Services Division (Code 41) at the Naval Reserve Personnel Center. Each Branch of Naval Reserve Personnel Center (Code 41) is

responsible for a block of social security number terminal digits (the last two digits of the SSN). The prefix of the extensions listed are" COMM (504) 948 - XXXX; AUTOVON 363 - XXXX and FTS 686 - XXX:

| Terminal Digits | Branch | Extension |
|---|---|---|
| 00 - 24 | 411 | 5400 |
| 25 - 49 | 412 | 5404 |
| 50 - 74 | 413 | 5430 |
| 75 - 99 | 414 | 5434 |

3. Options - Under RC-SBP a member of the Naval Reserve who is in receipt of an NOE can elect one of the following options:

a. Option A - Member declines coverage in RC-SBP. This means the member's survisors would NOT receive any annuity or benefits should the member die before age 60. At age 60, when applying for retirement pay, the member would then be automatically enrolled in the Survivor Benefit Plan (SBP) at the maximum level unless otherwise designated in writing by the member prior to receipt of retired pay. (Chapter 11 paragraph 11.6 refers to the Survivor Benefit Plan (SBP).

b. Option B - Provides an annuity for the survivor(s) that, if the member dies before age 60, will start on the date the member would have reached age 60, or if the member lives to age 60, would begin following the member's death.

c. Option C - Provides an annuity to the survivor(s) that can start the day after the member's death regardless of whether the death occurs before or after the member reaches age 60.

NOTE: One of these three options must be made within 90 days of receipt of the "Notification of Eligibility for Retired Pay at Age 60" (NOE).

4. Eligible Survivors - Survivors elegible for annuity coverage are the spouse, dependent child(ren) or a person with an insurable interest in the reservist. (The definition of the eligible survivors is the same for SBP. Refer to chapter 11 paragraph 11.6 for a list of reference material).

5. Cost - The cost of participation in RC-SBP will be shared by the member and his/her survivor(s). Cost tables and guidelines are provided in the RC-SBP instruction booklet:

a. Members share - Will be in the form of a monthly reduction of the retirement pay. The amount of reduction will be determined by the (1) option selected, (2) the base amount chosen and (3) an actuarial factor related to the age at the time of election of the member and beneficiary.

b. Survivor(s) share - Will be in the form of an actuarial reduction applied to the annuity. The amount of reduction will be based on the same factors as the members share.

c. There are no payments due for RC-SBP coverage until the member reaches age 60 and is entitled to retirement pay or until the annuities are paid to the survivor(s). The amount of the payments may change as time passes since it increases in proportion to the cost of living increases in retirement pay. However, the amount of annuity may also increase accordingly.

6. Social Security Offset - Because RC-SBP and Social Security are both Federal programs, RC-SBP and Social Security are integrated. This results in a significantly lower cost to the Reservist than would otherwise be possible. Since the two programs are integrated, there is an "offset" or reduction of the RC-SBP annuity for the amount of Social Security benefits that are directly attributable to the deceased retiree's active Federal Military service earnings. This applies only to earnings after 31 December 1956.

a. The total annuity that a spouse receives remains the same or increases at age 62. In effect, it is divided into two parts; (1) the offset RC-SBP annuity and (2) the Social Security payment based on all Social Security earnings.

b. Social Security payments resulting from civilian employment either by the Reservist or the spouse DO NOT AFFECT, and are not affected by the RC-SBP payment or any Social Security payment resulting from the Reservist's military earnings.

c. An RC-SBP amendment, Public Law 96-402, enacted in October 1980 removed the offset related to service of 30 or less continuous days for which Social Security taxes were withheld and later refunded because the Reservist's earnings through private employment had reacned the maximum from which Social Security taxes can be withheld. THIS APPLIES ONLY TO SERVICE ON OR AFTER 01 OCTOBER 1980. The same RC-SBP amendment established a limit of 40% by which the RC-SBP annuity can be offset.

7. Changes of elections - An election filed during the 90-day period is irrevocable if not revoked before the end of the 90-day period. If an election is not filed during the 90-day period or if the member declines participation, the member may elect to participate in the Survivor Benefit Plan (SBP) when applying for retired pay at age 60. Specifically, the member will automatically participate in SBP at the maximum level unless otherwise designated in writing by the member prior to receipt of retired pay. An election filed by a member after application for the award of retired pay upon attaining age 60 is irrevocable after the award of such pay. A person who is not married when such person becomes eligible to participate in the Plan but who later marries or acquires a dependent child may elect to participate in the RC-SBP. However, the election must be received by the Naval Reserve Personnel Center (Code 41) within ONE YEAR after the member marries or acquires a dependent child. Such elections may not be revoked.

a. Elections are irrevocable after the award of retired pay and are not voided by recall to active duty.

b. If a member dies on active duty for training after becoming eligible for retired pay, but before its award, the member's spouse shall receive an annuity equal to the difference between Dependency and Indemnity Compensation (DIC) payable (exclusive of any amount paid as a benefit for a child or children or for aid and attendance) and the annuity payable under RC-SBP, provided the member chose a survivor annuity payable on the date of the member's death, whether before or after age 60.

c. A member who elects "spouse only" coverage and subsequently loses the spouse through death, annulment, or divorce, must notify the Naval Reserve personnel Center (Code 41) of the loss, if prior to receiving retired pay. After receipt of retired pay, notification of the loss of spouse to the Navy Finance Center is required. This notification will stop the RC-SBP from being deducted.

d. In the event that "spouse and children" coverage is elected, the cost is the same as for the "spouse only" election. However, if the spouse becomes ineligible, the cost reverts to "children only" coverage (even if the child is not longer eligible).

8. Withdrawl from RC-SBP

a. If a Reservist has elected to participate in RC-SBP and has a service connected disability rated by the Veterans Administration as "Totally Disabling", while so rated for a continuous period of 10 or more years, or if so rated for a continuous period of not less than 5 years from the data of last discharge or release from active duty, may discontinue participation in RC-SBP by submitting a request to the Secreary of the Navy via the (1) Commanding Officer, Naval Military Personnel Command (N-416E) and (2) Commanding Officer, Naval Reserve Personnel Center (Code 41). A person may not discontinue participation without the written consent of the beneficiary(ies) concerned. A person may

withdraw the request for discontinued participation if it is done within 30 days after being submitted. Upon the death of a member who has discontinued particpation, any amounts deducted from the retired pay shall be refunded to the survivor(s).

b. Any member who had discontinued participation in RC-SBP based upon a VA determination of "totally disabling" may again elect to participate if the VA reduced the rating of disability to less than "total". These applications are submitted to the Secretary of the Navy via (1) Commander, Naval Military Personnel Command (N-416E) and (2) Commanding Officer, Naval Reserve Personnel Center (Code 41).

9. Summary - It is vitally important that the member understand that coverage under RC-SBP is not in effect until the completed "Option Election Certificate" is RECEIVED by the Naval Reserve Personnel Center. A completed election certificate held at the local command or in the service record DOES NOT SERVE as a valid option election. Remember that the Naval Reserve Personnel Center will only accept "Option Election Certificates" postmarked prior to the end of the 90 day election period. A Certificate of Mailing or use of Certified Mail to document the actual mailing is suggested.

10. The information cocnernng RC-SBP is rather technical. It is not easy to understand, and personnel may need additional counseling before making a final election that will affect their survivors. This program and the survivor annuities are, in a non-technical and non-legal sense, a part of estate planning. Certain states require that the annuity to the survivor be included for estate tax purposes. Since this varies from state to state, it is stronly recommended that legal counsel or advice on this matter be investigated.

9.7 BENEFITS AND PRIVILEGES OF NAVY RESERVISTS RETIRED WITHOUT PAY - Members who have completed 20 qualifying years service but have not reached age 60.

1. Idenfitifcation Card - Members of the Retired Reserve (without pay) are entitled to an identification card (DD 2N Red) which is for identification purposes only.

2. Uniform - Entitled to wear prescribed uniform on appropriate occassions.

3. Use of Military Title - Permitted to use military title in connection with commercial enterprises in accordance with MILPERSMAN 3860120.

4. Base Facilities - Use of recreational facilities and service clubs on a space available basis.

5. SGLI - Eligible for coverage until 61st birthday or in receipt of retired pay at the following monthly rates for $35,000 maximum coverage:

| | |
|---|---|
| thru 39 - | $10.50 |
| 40 - 49 - | $14.00 |
| 50 & over - | $17.50 |

Lesser amounts of coverage are available.

6. Member eligible for space available transportation on DOD-owned or controlled aircraft within CONUS, Alaska, Hawaii, Guam and Puerto Rico, upon presentation of DD 2N (Red) and an Notification of Eligibility for Retired Pay at age 60 (NOE). Members are encouraged to travel in civilian clothing.

9.8 BENEFITS AND PRIVILEGES OF NAVAL RESERVISTS RETIRED WITH PAY

1. Retired List - Retired pay benefits must be requested by the member in writing, the process is NOT AUTOMATIC. Retired pay may commence on the effective date of retirement. This is normally the first day of the month following the month in which age 60 has been reached and when 20 or more years of qualifying service have been acquired. However, when age 60 has been reached first, the

effective date will normally be the first day of the month following the data of initial eligibility (the date on which service requirements are met). A later date may be requested if the applicant desires.

a. Application - Personnel must submit the following documents to the Naval Reserve Personnel Center in duplicate:

(1) DD Form 108, Application for Retired Pay,
(2) NAVPERS 1800/2, Questionnaire for Retired Pay, and
(3) IRS Form W-4

2. Identification Card - Members of the Retired Reserve (with pay) are entitled to an identification card (DD 2N Blue). Dependents are entitled to a Dependent Identification Card (DD Form 1173).

3. Use of Military Title - Permitted to use military title in connection with commercial enterprises in accordance with MILPERSMAN 3860120.

4. Base Facilities - Privileged to use Armed Forces base facilities subject to availability of space, facilities and capabilities of each activity as determined by the Commanding Officer.

5. Medical Benefits - Retirees and dependents are entitled to medical care under the Uniformed Services Health Benefits Program.

6. Use of DOD aircraft:

a. Travel within CONUS, Alaska, Hawaii, Guam and Puerto Rico on DOD aircraft: space available to unaccompanied retirees in possession of DD Form 2 (Gray/Blue) Armed Forces ID Card. This travel DOES NOT include dependents.

b. Travel between CONUS and OVERSEAS on DOD aircraft: space available to retirees and their dependents when accompanied by their sponsor.

c. Travel between OVERSEAS areas on DOD aircraft: space available to retirees and their dependents when accompanied by their sponsor.

NOTE: Travel for retirees and their dependents will not be authorized for personal gain or in connection with business enterprise or employment, or to establish a home overseas or in the United States.

7. Retirees and dependents are entitled to use military exchanges and commissaries.

## 9.9 FORMER MEMBERS

1. A Former Member is a Naval Reservist who, after 20 or more qualifying years, is deischarged from Naval service.

2. At age 60, the Former Member is eligible to apply for retired pay. The Former Member and his dependents are eligible to receive a Dependents Identification Card (DD Form 1173) and are not considered as retirees. The Former Member and his dependents are also entitled to:

a. Uniform Services and Civilian Health Benefits,
b. Commissary, Exchange and Theater usage,
c. Retired Pay, and
d. possibly Survivor Benefit Plan (SBP) partification

3. The retired pay for a Former Member is based upon the longevity the member had accrued at time of discharge and the pay scale in effect at time of application for retired pay. Subject to the Average of high 3 years of pay.

## 9.10 TRAINING - ADMINISTRATION RESERVE (TAR) PROGRAM

1. The Training and Administration of Reserve (TAR) Program was established to provide support at Naval Reserve activities functioning to train, administer and maintain the readiness of the Naval Reserve. Enlisted TAR personnel are eligible for all benefits and privileges available to regular Navy personnel with the exceptions of the reenlistment bonus and retention on active duty beyond 20 years (22 years for E-6 and 26 years for E-7/8/9) without prior approval of the Commander, Naval Military Personnel Command.

2. Personnel in the following ratings may request recall to active duty in the Enlisted TAR Program: AC, AD, AE, AK, AM, AO AQ, AS, AT, AW, AX, AZ BM*, BT*, EM*, EN*, ET*, HM, HT*, IC*, JO, MM*, MR*, PH, PN, PR, SK, YN. Recall is restricted to personnel in paygrades E-5 and below (including E-6 personnel who indicate a willingness to accept an administrative reduction in rate to accept recall), except those ratings with*, they require approval from Naval Military Personnel Command for pay grade waiver for E-6 and E-7 personnel.

3. A list of open rates (specific paygrades within those ratings for which vacancies exist) is published monthly by the Naval Reserve Personnel Center in message format.

4. Non-designated non-rated personnel may be authorized recall.

5. Additional details on the TAR Program are contained in Chapter 22 of the Enlisted Transfer Manual and COMNAVRESFORINST 1100.3 series (NAVRESCRUITMAN), Section V, Chapter 5.

## 9.11 INFORMATION

It is necessary that all eligible personnel be made aware of the Naval Reserve Program. It is also incumbent upon all of us to encourage those personnel leaving active duty to affiliate with a Naval Reserve unit, and those personnel already affiliated with the Naval Reserve to understand the vital role they play in the "ONE NAVY".

The CINCLANTFLT and CINCPACFLT Naval Reserve Career Information Teams are responsible for coordination and presentation of Naval Reserve Information through formal presentations throughout the East and West Coasts. OPNAVINST 1900.1 series provides guidance.

Personnel being released from active duty should attend a Naval Reserve Career Information Presentation within 90 days of their projected release date. Additional information regarding Reserve programs and the scheduling of Naval Reserve presentations may be obtained through the appropriate office as indicated:

EAST COAST

Atlantic Fleet Naval Reserve
Career Information Team
CINCLANTFLT
Code N0415
Norfolk, VA 23511

Telephone: 804-444-4630
AUTOVON: 564-4630

WEST COAST

Pacific Fleet Naval Reserve
Career Information Team
COMNAVAIRPAC (Code 02A)
Naval Air Station North Island
San Diego, CA 92135

Telephone: 714-437-7417
AUTOVON: 951-7417

## 9.12 REFERENCES:

BUPERSINST 5400.42 series - Administrative Procedures for the Naval Reservists on Inactive Duty.

Directives in the 1001. series

NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

| General Headings | Applicable Articles |
|---|---|
| Training | 6610200 |
| Pay | 2650340 3860470 |
| Retirement | 3860460 3860520 3860540 3860560 3860580 3860600 6220160 |
| Administration | 1040150 1040200 1040400 1050180 1080250 1860260 1880100 1880140 1880160 1880180 1880220 2230180 3430320 3620150 3620275 3630800 3640440 3640482 4620200 5010180 5030150 5030200 6230120 |

Enlisted Transfer Manual - Chapter 21 (Orders to Active Duty for Enlisted Naval Reservists).
- Chapter 22 (Training and Administration of Reserve (TAR) Program).

DODPM (Department of Defense Pay Manual)

Navy Recruiting Manual (Enlisted)

COMNAVRESFORINST 1040.1 series (Naval Reserve Retention Plan)

OPNAVINST 1900.1 (Preseperation Counseling of Non-career Personnel in Naval Reserve Programs)

SECNAVINST 1770.3 (Disability and Death Benefits for Navy and Marine Corps Reservists)

BUPERSINST 1430.16 series (Manual of Advancement)

BUPERSINST 1750.1 (Survivor Benefit Plan)

COMNAVRESFORINST 1100.3 (Naval Reserve Recruiting Manual)

COMNAVRESFORINST 1770.2 (Disability and Death Benefits for Naval Reservists)

SECNAVINST 6320.8 (Unformed Services Health Benefits Program)

SECNAVINST 6320.18 (CHAMPUS)

BUPERSINST 1020.11 (Policies and Instructions for outfitting Enlisted Members of the U.S.. Naval Reserve ordered to active duty).

KNOW YOUR NAVAL RESERVE - NAVPERS 15974

NAVAL RESERVE INDOCTRINATION GUIDE - RAD 216 0675

NAVY GUIDE FOR RETIRED PERSONNEL AND THEIR FAMILIES - NAVPERS 15891E

THE NAVAL RESERVIST - NAVPERS 15653

NAVAL RESERVE CAREER INFORMATION BOOKLET for Officer and Enlisted Personnel RAD 316 0748

RESERVE COMPONENT - SURVIVOR BENEFIT PROGRAM (RC-SBP) 0500-LP-277-8260

HANDBOOK FOR VETERANS BENEFITS COUNSELORS - H-27-73-1

FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS -IS-1 Fact Sheet (revised annually)

## 9.13 INDEX OF SUBJECTS APPLICABLE TO THE NAVAL RESERVE PROGRAM WITHIN NAVPERS 15878G

This index is provided to direct counselors to applicable chapters to be used in counseling Naval Reserve personnel. Additional information on programs, rights and benefits of Naval Reservists can be found in the reference material listed in this chapter.

Chapter 1 - Objectives, Organization and Responsibility of the Retention Team.

Specific additional guidance and requirements on the objectives and organization of the Naval Reserve Retention Program can be found in COMNAVRESFOR Instruction 1040.1 series.

Chapter 2 - Command/Retention Program

Information on the availability of the COMNAVRESFOR Retention Team.

Chapter 3 - Counseling methods and techniques

Additional information on types of interviews, documentation requirements and required forms can be found in COMNAVRESFOR Instructions 1040.1 series.

Chapter 4 - Selective Reenlistment Bonus (SRB)

NOT APPLICABLE to the Naval Reserve. Bonus's pertaining to Naval Reserve Personnel are covered in Chapter 9.

Chapter 5 - Incentive Programs

Refer to paragraph 5.5 concerning Change of Rate. Other Naval Reserve Incentive Programs may be found in Chapter 9 and in BUPERS Instruction 5400.42 series.

Chapter 6 - Advancement

Chapter 7 - Education Programs

Although not directly applicable to the Naval Reserve, Reservists serving on active duty or ordered to active duty for 120 days or more may be eligible for participation in the programs listed. Eligibility requirements may be found in the references listed in the text of chapter 9.

Chapter 8 - Commissioning Programs

Applicable to Naval Reserve Personnel. Consult the reference material listed in the text for specific eligibility/application requirements.

Chapter 9 - Naval Reserve Program

An overview of the Naval Reserve Program and various benefits and programs available to members of the Naval Reserve. Additional information can be found in the reference material listed in this chapter.

Chapter 10 - Uniformed Services Health Benefits Program (USHBP)

Although not directly applicable to all Naval Reservists, dependents of Reservists serving on or ordered to active duty for 31 days or more may qualify for coverage under the Uniformed Services Health Benefits Program (USHBP).

Chapter 11 - Survivor Benefits

Applicable to the Naval Reserve. Additional information on Survivor Benefits are contained in Chapter 9.

Chapter 12 - Veteran's Benefits

Applicable to the Naval Reserve. Career Counselors are encouraged to establish contact with their local Veterans Administration office to provide information to their personnel, as well as to establish a referral in cases beyond the scope of the counselors training. A source for references on specific programs may be obtained from the IS-1 Fact Sheet, Federal Benefits for Veterans and Dependents (Revised annually).

Chapter 13 - Officer Counseling

Pertinent to the establishment and implementation of a viable officer retention/counseling program for members of the Naval Reserve.

Chapter 14 - Family Counseling

Applicable to the Naval Reserve. Paragraph 14.2 offers many innovative ideas to solicit the family's support for the member's career and is a basic for development and implementation of programs designed to meet local requirements.

Chapter 15 - Overseas Screening

Chapter 16 - Fleet Reserve and Retirement

Applicable to Naval Reserve personnel on active duty [USNR and USNR-R(TAR)]. Other Naval Reserve personnel can find information on retirement in Chapter 9.

Chapter 17 - Pay, Allowances and Entitlements

Applicable to the Naval Reserve. Specific information on Naval Reserve pay and entitlements can be found in Chapter 9.

Chapter 18 - Career Reenlistment Objectives (CREO)

NOT APPLICABLE to the Naval Reserve. Refer to COMNAVRESFOR Instruction 1123 concerning Naval Reserve Recruiting and Manning Objective System (RAMOS).

Chapter 19 - Rating Entry for General Apprentices (REGA)

NOT APPLICABLE to the Naval Reserve. Refer to COMNAVRESFOR Instruction 1123 concerning Naval Reserve Recruiting and Manning Objective System (RAMOS).

Chapter 20 - Evaluating Your Retention Program

Applicable to the Naval Reserve. Additional program evaluation materials is listed in COMNAVRESFOR Instruction 1040.1 series.

Appendix A - Reference Listing

Applicable to the Naval Reserve. Additional reference material is contained in Chapter 9.

Appendix B - Interview Schedule

Applicable to the Naval Reserve.

Appendix C - Navy Lodges

Applicable to Naval Reserve personnel on active duty. Other Naval Reservists may be eligible to utilize Navy Lodges on a space available basis. Commanding Officers determine local policy on utilization of base facilities.

Appendix D - Retention Materials

Appendix E - Fleet Reserve Check List

## CHAPTER 10 - UNIFORMED SERVICES HEALTH BENEFITS PROGRAM (USHBP)

### 10.1 INTRODUCTION

Dependents of active duty members of the uniformed services, retired members and their dependents and surviving dependents of deceased active or retired members are eligible to use the Uniformed Services Health Benefits Program (USHBP). The program provides medical care through uniformed services medical facilities on a space-available basis or through participation in the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) on a cost-sharing basis. USHBP is actually two health delivery systems: Uniformed services medical facilities and CHAMPUS.

### 10.2 ELIGIBILITY

#### 1. WHO'S ELIGIBILE FOR USHBP

| ELIGIBLE PERSON | UNIFORMED SERVICES FACILITIES | CHAMPUS | | |
|---|---|---|---|---|
| | Inpatient/Outpatient Benefits | Basic Program | | Handicapped Program |
| | | Inpatient | Outpatient | |
| Spouse or Child of active duty member | Yes, on a space - available basis | Yes - but may need non-availability statement | Yes | Yes |
| Retired member | Yes, on a space-available basis | Yes | Yes | No |
| Spouse or Child or retired or deceased member | Yes, on a space-available basis | Yes | Yes | No |
| Dependent parent or parent-in-law of active duty retired member | Yes, on a space - available basis | No | No | No |

#### 2. PROOF OF ELIGIBILITY

As evidence of eligibility for medical care from uniformed services sources and for CHAMPUS benefits, a beneficiary must have either an Armed Forces Identification Card, DD Form 2N (gray) or a Uniformed Service Identification and Priviledge Card, DD Form 1173. Additional information and assistance with respect to obtaining ID cards may be obtained from any nearby military installation, at the member's command, or from the headquarters of the appropriate uniformed service.

#### 3. CHAMPUS

##### 1. How to Obtain Care Under CHAMPUS

a. Dependents of active duty members, retirees and their dependents, and survivors of deceased members who reside within 40 miles of a uniformed services hodpital will be required to first seek nonemergency inpatient care in that facility before they can seek that care under CHAMPUS. If the care requried is not available, patients will be provided with a Nonavailability Statement (DD Form 1251), which must be submitted when filing a CHAMPUS claim. To protect the health and safety of maternity patients, commanders will be permitted to issue a Nonavailability Statement to those patients residing more than 30 miles (most direct route) from a uniformed service hospital.

b. To use this program the beneficiary selects a civilian physician, hospital or other authorized provider of care; establishes eligibility for CHAMPUS benefits using the requisite identification card; obtains the needed authorized care, then submits the claim benefits to the CHAMPUS contractor.

c. Participation by provides of care is entirely voluntary. If the provider of care will not participate in the program, the beneficiary can either find another who will, or use the nonparticipating provider with the understanding that the beneficiary will have to file his own claims and perhaps pay more thanif he had use a participating provider. The beneficiary should check first to learn if the provider of care chosen will participate in CHAMPUS. participation means the provider of care will provide the authorized services, submit the CHAMPUS claims, charge the beneficiary only his cost sharing portion of the charges, and accept the amount allowable from CHAMPUS as payment in full.

2. CHAMPUS Basic Program Cost-Sharing Formula

| Type Care & Status of Beneficiary | Patient's Cost Share for Authorized Care |
|---|---|
| Inpatient Benefits | |
| Dependents of active duty members | The daily rate of 6.80 per day or $25.00 whichever is greater |
| Retired members, their dependents and | All charges above 75% of the CHAMPUS determined "reasonable charges" for hospital and professional services. |
| Outpatient Benefits | |
| Dependents of active duty members | The initial $50.00 of the CHAMPUS determined reasonable charges each discal year if one member of the family uses the Program or $100 if two or more family members use the program, plus all charges above 80% of the CHAMPUS determined reasonable charges after the "Deductable" has been met. |
| Retired members, their dependents, and | The initial $50.00 of the CHAMPUS determined reasonable charges each fiscal year if one member of the family uses the Progra or $100 if two or more family members use the Program, plus all charges above 75% of the CHAMPUS determined reasonable charges after the "Deductible" has been met. |

3. Filing Deadline - CHAMPUS beneficiaries have a deadline for filing claims for medical care services and supplies as announced by appropriate NAVOP's or directives. The deadline is the last dya of the calendar year following the calendar year in which the services and supplies were provided.

10.3 DEERS

The Defense Enrollment Eligibility Reporting System (DEERS) is a way of verifying who is entitled to direct health care at Uniformed Services hospitals and clinics. It is used also to verify eligibility for CHAMPUS benefits.

DEERS is a mandatory enrollment system for active duty and retired service members and their dependents and eligible for survivors. DEERS is aimed at improving the management and administration of the Uniformed Services medical care system and eliminating waste and fraudulent practices. Further, the system is expected to reduce the number of CHAMPUS claims that have to be returned because of inaccurate or inadequate eligibility information. In summary DEERS will provide better health care management and planning for all eligible people in the Uniformed Services community. It will also serve to protect and preserve the health care benefits to which Uniformed Services personnel and their dependents are entitled.

10.4 MAJORCARE 90.

1. Medical care for service members and their dependents ceases upon the member's discharge or separation. In order to provide coverage during the transitional period until an individual can obtain adequate medical coverage, a program call MAJORCARE 90 has been developed in conjunction with Mutual of Omaha to provide short term (90 days) coverage for the member and dependents for health matters that were not present at the time of discharge or separation. Details of the program, including requirements for the counseling of separatees, can be found in NMPCINST 1760.1 and Chapter 10 of the PAYPERSMAN.

10.5 HEALTH CARE INFORMATION AND ASSISTANCE

1. Health Benefits Advisor

a. Information and counseling on entitlement to health benefits and assistance for filing claims may be obtained by contacting the Health Benefits Advisor at Navy/Marine Corps activities, the CHAMPUS Advisor at Army installations, or the Health Benefits Advisor at Air Force installations.

b. Due to the number of changes being made in the CHAMPUS Program, the nearest CHAMPUS Advisor or Health Benefits Advisor should be contacted for information regarding CHAMPUS benefits and CHAMPUS Fiscal Administrators for required prior approval as appropriate.

2. OCHAMPUS, Aurora, Colorado 80045

a. The Health Resources Information Division of OCHAMPUS maintains a computerized listing of many types of health facilities located in the United States, Puerto Rico, Mexico, and Canada. The information maintained by most of these facilities includes location, costs, and service provided.

b. A member or a CHAMPUS beneficiary who has a question concerning a facility should get in touch with the Health Resources Information Division. This is particularly important when dealing with a long-term care situation, psychiatric and specialized treatment facilities, and facilities providing servies to the physically handicapped and mentally retarded. Requests must include data on the age, sex, CHAMPUS case number if applicable, diagnosis, and/or discription of the patient's condition, type of treatment needed, and specific geographical area under consideration.

10.6 References

1. CHAMPUS 6010.46-H
2. NAVEDTRA 46607, CHAMPUS
3. NAVEDTRA 46609, USHBP including CHAMPUS
4. NAVTRA 1520.3 USHBP
5. DIRECTIVES in 6320 series



Reverse Blank

## CHAPTER 11 - SURVIVOR BENEFITS

### 11.1 DEATH GRATUITY

1. A lump sum payment called Death Gratuity is made to eligible survivors immediately upon death of a service member. It is designed to assist the family until regular monthly payments from Dependency and Indemnity Compensation (DIC) and Social Security start. The payment is a lump sum equal to six months' basic pay plus special and incentive pay, but not allowances. The payment limits are $800 minimum and $3,000 maximum.

2. Survivor Entitlement: Service members must be on active duty, active duty for training, or inactive duty training or traveling enroute to or from such duty when death occurs, or dies within 120 days after discharge or release from active duty of a service-connected cause as determined by the Veterans Administration.

3. Eligible Survivors:

a. Widow/Widower

b. Children (equal shares)

c. Parents, persons in loco parentis, or brothers and sisters when designated by the member on the Dependency Application/Record of Emergency Data (NAVPERS 1070/602).

d. Parents in equal shares

e. Member's brothers and sisters in equal shares.

NOTE: Death gratuity shall be paid to or for the living survivor highest on the above list.

4. Part II of the Dependency Application/Record of Emergency Data (page 2) NAVPERS 1070/602 provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin. Part II is the official document utilized by the Navy when the following determinations are required:

a. Person(s) to be notified in case of emergency or death.

b. Person(s) to receive the death gratuity when no spouse or child exists.

c. Person(s) to receive unpaid pay and allowances (arrears of pay).

d. Dependents of member to receive allotment of pay if member is missing or unable to transmit funds.

e. Commercial insurance companies to be notified in case of death.

f. USGLI, NSLI and SGLI in force.

5. The NAVPERS 1070/602 should be verified by the member upon transfer, changes in dependency or prior to deployments or unaccompanied tours.

6. References: MILPERSMAN 5030240 and 4210160

### 11.2 SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)

1. Each member serving on active duty, performing active duty for training, or performing inactive duty training is eligible to be insured under SGLI up to a maximum of $35,000. (While on active duty and 120 days after separation.)

2. The cost of SGLI for members on active duty, active duty for training, or inactive duty training is $.58 per month for each $5,000 coverage. The maximum coverage is $35,000 in increments of $5,000.

3. To elect reduced coverage or cancellation of coverage, a member must complete, in their own handwriting, Section I of the SGLI Election Form VA Form 29-8286 (Rev. JUL 74). When members elect a reduction or cancellation, they shall be counseled as to the effect of this action and an appropriate entry placed in their service records.

4. References:

a. MILPERSMAN 6230120

b. VA Handbook 29-75-1, Servicemen's and Veteran's Group Life Insurance Handbook.

c. Directives in the 1760 series

d. NAVEDTRA 46603A, Armed Forces Life Insurance Counselor's Guide.

11.3 VETERANS GROUP LIFE INSURANCE (VGLI)

1. Veterans Group Life Insurance (VGLI) was created by Public Law 93-289 and became effective on 1 August 1974. VGLI is a 5-year non-renewable term policy which has no cash, loan, paid-up, or extended value.

2. Members on active duty who are entitled to full-time coverage and who have SGLI in force at the time of separation or release from active duty are automatically eligible for VGLI in the same amounts as the SGLI held at the time of separation or release. Application and payment of the first premium must be made within 120 days of separation, and should be sent to:

Office of Servicemen's Group Life Insurance (OSGLI)
212 Washington Street
Newark, New Jersey 07102

NOTE: (1) If application is not made within the 120 day period, application may be made within one year after seperation provided evidence of good health is supplied.
(2) Automatic coverage under SGLI expires on the 120th day after seperation.

3. The cost of VGLI is as follows:

a. For members under age 35 - $.58 per month for each $5,000 coverage.

b. For members 35 years of age and over - $1.25 per month for each $5,000 coverage.

c. In each case, the maximum coverage is $35,000 in increments of $5,000.

4. An individual may not, under the law, concurrently have any combination of servicemen's group life insurance (SGLI) and Veterans Group Life Insurance (VGLI) coverage in excess of 35,000.

5. References:

a. MILPERSMAN 6230120

b. VA Handbook 29-75-1, Servicemen's and Veterans Group Life Insurance Handbook.

c. VA Pam 29-74-4, Information about Veterans Group Life Insurance

d. Directives in the 1760 series

e. NAVEDTRA 46603A, Armed Forces Life Insurance Counselor's Guide

## 11.4 DEPENDENCY and INDEMNITY COMPENSATION (DIC)

1. DIC provides partial compensation to surviving dependents for the loss of financial support sustained as a result of the veteran's service-connected death.

2. Eligible Dependents:

a. Widow or widower - must have been married for one year or more, or for any period of time if a child was born of or before the marriage.

b. Children - under the age of 18, in some cases (attending VA approved schools) up to age 23.

c. Parents - according to income.

3. Eligibility Criteria:

a. Death of service member or veteran must have been service-connected.

b. Death occurring on or after 1 January 1957. (DIC also may be selected in lieu of death compensation for service-connected deaths before 1 January 1957.)

c. Service connected causes include:

(1) Disease or injury incurred or aggravated in the line of duty while on active duty or active duty for training.

(2) An injury incurred or aggravated in line of duty while on inactive duty training.

(3) A compensable disability under laws administered by the VA.

d. Payment of Widows/Widowers:

(1) Amount based on paygrade held at time of death or release from active duty:

(2) Payment stops when widow/widower remarries or dies.

NOTE: On and after 1 January 1971, remarriage of a widow/widower shall not bar the furnishing of benefits to such widow/widower if the marriage has been terminated by death, or has been dissolved by a court with basic authority to render divorce decrees.

e. Payments to Children:

(1) Following children with surviving parent are entitled to DIC:

(a) Each child under 18

(b) Each helpless child over 18

(c) Each child 18-23, if in school

1. Dependents' Educational Assistance may be elected instead, if eligible.

2. While on summer vacation from school, children 18-23 are entitled to normal DIC payments.

(2) Children with no surviving parent are entitled to DIC:

(a) Total compensation determined by number of children

(b) Additional compensation provided for each helpless child over 18

(c) Dependents Educational Assistance may be selected, if eligible

additional payments for each helpless child over age 18. Dependents Educational Assistance may be selected instead, if eligible.

f. Payments to Parents:

(1) Rates vary according to:

(a) Number of parents

(b) Amount of their individual or combined income

(c) Whether or not they live together

4. References:

a. MILPERSMAN 4210260

b. BUPERSINST 1750.1, Survivor Benefit Plan (SBP)

c. VA Pam 20-67-1, Summary of Benefits for Veterans and Servicemen with Service since 31 January 1955 and their dependents

11.5 SOCIAL SECURITY

1. Title IV of the Servicemen's and Veteran's Survivor Benefit Act, Public Law 881, 84th Congress, provides wage credits for active military service toward Social Security benefits. Under this act, on or after 1 January 1957, all members of the armed services peforming active duty for training come under the contributory coverage provisions of the Social Security System.

2. For the member of the armed forces and his or her dependents to be eligible for Social Security benefits if the contributor is disabled, retires or dies, he or she must have credit for a certain number of work periods. Benefits in varying amounts are payable if the contributor is fully insured, currently insured, or meets the requirements for disability benefits.

a. Fully Insured - No one can be fully insured who has credit for less than 1 1/2 years of work; a person who has credit for 10 years can be sure that he or she will be fully insured for life. The amount of payment will depend on the contributor's average earnings over the period stated by law.

| If a contributor dies or when his age is: | He will be fully insured if he has credit for: |
|---|---|
| 28 or younger | 1 1/2 years |
| 30 | 2 years |
| 32 | 2 1/2 years |
| 34 | 3 years |
| 36 | 3 1/2 years |
| 38, and so on | 4 years |

b. Currently Insured - Certain benefits are paid to survivors if a contributor is currently insured when he or she dies. To be currently insured, a contributor must have Social Security credits for at least 1 1/2 years of work within the 3 year period prior to death. Using this format, a first-term service member 30 years old who had never worked under Social Security coverage before enlisting would be currently insured when he had completed 18 months of his enlistment.

c. Disability Benefits - For a member of the armed forces and dependents to be eligible for benefits should the member become disabled, they must (1) be fully insured and have credits for 5 years of work in the 10-year period before disability if the member is 31 years of age or older; (2) have credit under Social Security for one-half the time between the age 21 and the age at which he becomes disabled if he is between the ages of 24 and 31; (3) have credit for 1 1/2 years of work in the 3 years before becoming disabled if the disability starts before he is 24 years old.

3. The following chart shows the principal types of payments and the insured status needed for each. It covers not only young service members, but all participants in Social Security.

TYPES of CASH BENEFITS

| Disability | If- |
|---|---|
| Monthly payments to Member as a disabled contributor and his wife and children | Member is fully insured and meets the requirements described for "Disability Benefits" |
| Member's child who becomes disabled before 22 and who continues to be disabled | Parent receives retirement or disability benefits, if the parent was fully insured or currently insured at death |
| **Survivors** | **If member is -** |
| Monthly payments to member's children | Either fully or currently insured |
| Widow (regardless of age) if she is caring for member's child who is under 16 (or disabled) and the child is entitled to benefits | Either fully or currently insured |
| Widow 60 or over, or disabled widow 50 or older | Fully insured |
| Dependent parent 62 or older | Fully insured |
| Dependent widower 60 or over or disabled dependent widower 50 or over | Fully insured |
| Divorced wife at 62 or over, or surviving divorced wife 50 or older if the marriage lasted 20 years or more. | Fully insured |
| Children may be eligible for social security benefits based on a grandparent's earnings if the natural parents are disabled or dead and if the grandchildren are living with and are supported by the grandparents. | Either fully or currently insured |

In addition to monthly benefits, a lump-sum payment may be made after a contributors death.

4. To find the average annual earnings, a member may obtain a copy of "Your new Social Security and Medicare Fact Sheet" (latest edition), which is prepared by the Bureau of National Affairs, Inc., Washington, D. C. 20037.

5. When to visit or write to a Social Security office:

a. If a worker in the family dies

b. If a worker in the family becomes disabled

c. Three months before retirement

d. At least every 3 years

6. References:

a. MILPERSMAN 623100, 5030120.4.f

b. VA Fact Sheet IS-1, (latest edition)

c. Social Security Handbook (latest edition)

d. BUPERSINST 1750.1, Survivor Benefit Plan (SBP)

e. VA Pam 20-67-1 Summary of Benefits for Veterans and Servicemen with Service since Jan 31, 1955 and their dependents

f. SSI Pamphlets obtained from local or main offices of Social Security Administration

## 11.6 SURVIVOR BENEFIT PLAN (SBP)

1. The Survivor Benefit Plan (SBP), enacted by Public Law 92-425 on 21 September 1972 and amended by Public Law 94-496 on 14 October 1976, provides all members of the uniformed services who are entitled to retired pay with the opportunity to provide up to 55 percent of their gross retired pay as an annuity payable to their designated beneficiaries.

2. Coverage Available:

a. Under the provisions of the Survivor Benefit Plan, every member with a spouse and/or dependent child/children on the first day of entitlement to retainer/retired pay will receive automatic coverage in the Plan at the maximum level allowable by law for his or her status. The member may elect less than maximum coverage, or no coverage at all.

(b) Types of coverage:

(1) Spouse only

(2) Spouse and children

(3) Children

(4) Persons with an insurable interest

c. A member who is not married or has no dependent child (ren) at the time of retirement, but who later marries or acquires a dependent child, may elect to participate in SBP provided his completed and signed election is received by the Navy Finance Center within 1 year after he marries or acquires that dependent child.

d. If there is no eligible spouse or child/children, a member may elect to provide survivor protection to a person with an insurable interest.

3. Amount of annuity and SBP costs are explained in BUPERSINST 1750.1s.

4. Consumer Price Index (CPI) adjustment. Whenever CPI increases occur to Navy retired/retainer pay, the SBP base amount, SBP cost per month, and SBP annuity are increased at the same time and by the same percentage.

5. Change in dependency status. The Navy Finance Center should be immediately advised of all changes in dependents' status. The Navy Finance Center will make any necessary authorized adjustments to cost called for by the changed status.

6. References:

a. BUPERSINST 1750.1, Survivor Benefit Plan (SBP)

b. NAVPERS 15891E, Navy Guide for Retired Personnel and their Families

c. NAVEDTRA 46605D, Survivor Benefit Plan for The Uniformed Services

d. VA IS-1 Fact Sheet (published annually in January)

e. Survivors Benefit Information Booklet

f. NAVOPS

## 11.7 MISCELLANEOUS ENTITLEMENTS

1. Unpaid pay and allowances which include:

a. Unused leave

b. Remaining VRB/SRB payments

c. Savings deposits

d. Paid strictly in accordance with designation on the Dependency Application/Record of Emergency Data (NAVPERS 1070/602)

2. Military Burial Allowance:

a. Service members who die on active duty are entitled to:

(1) Preparation

(2) Encasement

(3) Transportation of remains

(4) Burial in a private or national cemetery

b. In addition, the following amounts may be allowed toward burial expenses incurred by the next of kin:

(1) An amount not to exceed $1,400 if interment is made in a private cemetery, or

(2) $950 if the remains are consigned to a funeral director prior to burial in a national cemetery (includes burial at sea), or

(3) $75 if remains are consigned directly to a national cemetery (includes burial at sea).

3. Transportation of dependents and household effects.

4. Commissary, exchange, and entitlements for eligible dependents.

5. References:

a. MILPERSMAN 5030240 and 4210160

b. VA IS-1 Fact Sheet (latest edition)
c. VA Pam 20-67-1, Summary of Benefits for Veterans and Servicemen with Service since 31 January 1955 and their dependents

## CHAPTER 12 - VETERANS BENEFITS

### 12.1 FEDERAL CIVIL SERVICE EMPLOYMENT

1. Under the Veterans Education and Employment Assistance Act of 1976 (PL 94-502), individuals entering the military service after 14 October 1976 will not receive veterans preference unless they become disabled during, or as a result of, military service. With few exceptions, such as serving in a combat area, veterans preference in Government Employment has been eliminated for peacetime military service.

2. Certain veterans, with military service prior to 15 October 1976, who pass examinations for civil service employment receive 5 or 10 additional credit points. Since civil service applicants are selected for employment from those with the higher numerical ratings on the civil service examinations, the extra points are a decided advantage to the veteran.

3. Information concerning civil service jobs and examinations, including veterans' preference, may be obtained by writing to the Office of Personnel Management. Federal Civil Service representatives are located in most first and second class post offices.

### 12.2 JOB FINDING ASSISTANCE

1. The Federal State Employment Service is a network of over 2,400 local offices across the country. It's principle task is to assist job seekers in finding employment, with no charge for the service. The Employment Service gives veterans priority in referrals to suitable jobs and training; disabled veterans have preference over all other applicants. Veterans who are not ready for work can recieve job training, counseling, and work aptitude testing. They can also obtain information on careers, skill training and the types of jobs available in the local area. Each office has a Veterans Employment Representative who is ready to assist veterans with special employment problems or questions.

2. The addresses of local offices can be obtained from any post office, from the state employment agency at the state capital or from the telephone book listed under U.S. Government.

### 12.3 REEMPLOYMENT RIGHTS

1. The veteran may be entitled to reemployment in a position held prior to his serivce in the Armed Forces or to job or like seniority, status, and pay.

2. Additional information on reemployment rights is contained in BUPERSINST 1571.16, and Addendum 1 to the Enlisted Transfer Manual, and VA IS-1 Fact Sheet.

### 12.4 UNEMPLOYMENT COMPENSATION

1. Under the Ex-Servicemen's Unemployment Compensation Act of 1958, the veteran may be entitled to unemployment compensation if he is unable to find a job after he returns to civilian life. Although this act was enacted by Federal statute, each state has implemented the law insofar as it pertains to the State's residents. Therefore, the amounts of benefits vary from state to state.

2. Veterans must comply with requirements of state unemployment compensation laws to be eligible for unemployment pay benefits. Application should be made to the nearest local office of the state employment service in the state where the veteran is residing at the time.

## 12.5 SMALL BUSINESS LOANS

1. The Small Business Administration (SBA) has a number of programs designed to help foster and encourage small business enterprise, including businesses owned or operated by veterans. SBA also assists veterans to become the owners of their own small businesses.

2. SBA makes most loans under its Loan Guaranty Program. The money is advanced by the bank or other lending institution, with SBA guaranteeing up to 90 percent of the total amount.

3. Information on any of SBA's programs is available from any of its national network of about 100 field offices.

## 12.6 FARM & RURAL HOUSING LOANS

1. Supervised credit and management advice for individuals qualified for farm loans, and loans for housing in rural areas or in towns of up to 10,000 population may be obtained through the Farmers Home Administration, U.S. Department of Agriculture.

## 12.7 VETERAN'S ADMINISTRATION ENTITLEMENT PROGRAMS

### 1. HOME LOANS

a. Purpose

(1) To buy a home.

(2) To buy a residential unit in condominum projects.

(3) To build a home.

(4) To repair, alter, or improve a home.

(5) To refinance an existing home loan.

(6) To buy a mobile home with or without a lot.

(7) To buy and improve a mobile home lot on which to place a unit owned and resided in by the veteran.

(8) To improve a home through installation of a solar heating and/or cooling system or other weatherization improvements.

b. Eligibility

(1) World War II - Be on active duty on or after 16 September 1940 and prior to 26 July 1947; be discharged or separated under other than dishonorable conditions; and have have at least 90 days' total active service, unless discharged earlier for service-connected disability.

(2) Peacetime Period - Veterans whose only active duty service occurred after 25 July 1947 and prior to 27 June 1950 and who served for a period of 181 days or more and were discharged or released under conditions other than dishonorable or who servced for a lesser period and were discharged or released for a service connected disability.

(3) Korean Conflict - Be discharged or separated under other than dishonorable conditions; be on active duty at any time on or after 27 June 1950 and prior to 1 February 1955; and have at least 90 days' total service, unless discharged earlier for a service-connected disability.

(4) Post-Korean and Vietnam Era - Veterans who served on active duty for 181 continuous days or more, any part of which occurred after 31 January 1955, and who were discharged or released under conditions other than dishonorable, or were discharged or released from active duty after such date for a service-connected disability. Service personnel who have served at least 181 continuous days in active duty status, even though not discharged, while their service continues without a break, are also entitled.

(5) Spouses Entitlement - Unmarried surviving spouses of service personnel who served in World War II, Korean Conflict, or Post-Korean period (including Vietnam Era) and who died as a result of service-connected disabilities, and spouses of service personnel on active duty who are officially listed as missing in action or prisioners of war and have been in such status for more than 90 days are eligible for GI loans to acquire a home.

(6) Entitlement - Loan entitlement is no longer subject to an expiration date. The maximum entitlement available to an eligible veteran is $27,500. Veterans may use up to $20,000 for the purchase of a mobile home and/or lot.

2. VIETNAM ERA GI BILL

a. Eligibility - Veterans who served and servicemembers currently serving on active duty for more than 180 continuous days, any part of which occurred after 31 January 1955 and commenced prior to 1 January 1977, and who were released under conditions other than dishonorable, or were discharged for a service-connected disability, or continue on active duty, are eligible under the Vietnam ERA GI Bill. Members who enlisted in delayed entry programs prior to 1 January 1977 may also be eligible.

b. Entitlement and Duration of Eligibility - Each eligible person will be entitled to educational assistance for a period of 1 1/2 months (or the equivalent in part-time training) for each month or fraction thereof of service on active duty after 31 January 1955, up to 45 months. Eligible persons who serve 18 or more months of continuous active duty will be entitled to 45 months of educational benefits.

c. GI Bill Rates - Educational rates are based on training status (i.e. full time, half time) and the number of dependents the veteran has. Current rates can be found in VA Fact Sheet 1S-1 (published annually). In-service use is also authorized.

d. Time Limits - Veterans released from active duty after 31 January 1955, have eligibility for 10 years after release or until 31 December 1989, whichever occurs first.

3. VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP)

a. Background - The Veterans Education and Employment Assistance Act of 1976 established a new, voluntary, contributory program, the VEAP, which replaces the G.I. Bill education assistance program for those servicemembers who contract and enter active duty subsequent to 31 December 1976.

b. VEAP Description - Servicemembers establish an educational assistance account by contributing between $25 and $100 per month while on active duty up to a maximum of $2,700. Lump sum contributions can also be made at any time while on active duty. Total contributions (monthly allotments plus lump sum payments) cannot exceed $100 for each month of active service. Contributions are matched on a $2 for $1 basis by the Government and the total amount is divided by the number of monthly contributions made while on active duty to determine the monthly educational assistance payment. The total amount available to a member may be $8,100.

c. Benefit Utilization - Veterans who participated in VEAP while on active duty may utilize benefits accrued in the same education programs authorized under the G.I. Bill, except for apprenticeship, on-the-job training programs and cooperative programs. In-service use of VEAP benefits is authorized for those servicemembers who have completed their first obligated period of service or six years of active duty, whichever period is less. Under VEAP, no additional monthly benefits are authorized for dependents.

d. VEAP Eligiblity - those personnel who contract and enter active duty subsequent to 31 December 1976; are discharged or released under conditions other than dishonorable; serve on active duty for a continuous period of more than 180 days if entry into service was on or before 7 September 1980 (enlisted) or 16 October 1981 (officer), or serve on active duty for a continuous period of 24 months if entry into service was after 7 September 1980 (enlisted) or 16 October 1981 (officer); or are discharged/released because of hardship or a service-connected disability; and contributed to VEAP while in service.

e. Contribution Refunds - will be made to in-service personnel or veterans who disenroll from VEAP. Only unused portions of contributions will be refunded and interest will not be paid. Disenrollment terminates eligibility for matching Government funds. Unused contributions of deceased members will be paid to the person designated as the beneficiary of SGLI payments. In the event there is no beneficiary on file, payment will be made to the deceased member's estate.

f. Delimiting Date - A ten year delimiting date following date of last discharge or release from active duty is established for veterans to use VEAP benefits, at the end of which time the veteran will be automatically disenrolled. Any unused portion of contributions will be refunded upon request.

g. Reference. The VEAP is discussed fully in OPNAVINST 1760.2B.

4. SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE

a. Eligibility

(1) Generally widows or widowers of deceased veterans, spouses of living veterans and children of either, between 18 and 26 years old when the death or permanent and total disability was the result of service in the Armed Forces after the beginning of the Spanish-American War in 1898.

(2) Spouses and children of servicemen and women, who are in one of the following three categories are eligible as long as the serviceman or woman remains in one of the categories; Missing in action, captured in the line of duty, or forcibly detained or interned in line of duty by a foreign power for more than 90 days.

(3) If eligible children under 18 have graduated from high school or are above the age of compulsory school attendance, the VA may begin this schooling before they reach age 18.

(4) In some instances, handicapped children may begin a special vocational or restorative course as early as age 14.

b. Length of Training - Up to 45 months of schooling - or the equivalent of 45 months if enrolled part time. The aggregate entitlement to education benefits may not exceed 48 months.

c. Monthly Rates - Rates can be found in the current VA Fact Sheet IS-1.

d. Counseling - The eligible child will automatically receive VA educational or vocational counseling to assist in selection of a goal and the

development of a program of education unless the child has been accepted for, or is pursuing, a course which leads to a standard college degree at an approved institution. Counseling is available to children in college, spouses, widows, or widowers on request.

5. VOCATIONAL REHABILITATION

a. Eligibility - Veterans who served in the Armed Forces during World War II or thereafter are eligible for vocational rehabilitation if all of the following conditions are met:

(1) They suffered a service-connected disability in active service which entitles them to compensation, or would so but for receipt of retirement pay.

(2) They were discharged or released under other than dishonorable conditions.

(3) VA determines that they need vocational rehabilitation to overcome the handicap of their disabilities. A veteran is eligible for 9 years following discharge or release.

b. Length of Training - Eligible disabled veterans may get training up to a total of 4 years, or its equivalent in part-time or combination of part-time and full-time training, and in special cases exceeding 4 years.

c. Types of Training - Eligible veterans may enroll in schools or colleges; train on the job; take institutional on-farm training; or enter other programs which combine school and job training

6. COMPENSATION

a. Eligibility - Veterans who are disabled by injury or disease incurred in or aggravated by active service in line of duty during wartime or peacetime service and discharged or separated under other than dishonorable conditions.

b. Nature of Benefit - Veterans who are found to be eligible for disability compensation are entitled to monthly payments. These range from 10 percent degree of disability to 100 percent disability.

12.8 References:


1. VA IS-1 Federal Benefits for Veterans and their Dependents.
2. VA Pam 20-67-1, Summary of Benefits for Veterans and Servicemen with Service since Jan 31, 1977 and their dependents
3. VA Pam 20-72-1, Looking Ahead, Your Rights to Veterans Benefits Loans for Veterans
4. VA Pam 26-5, Pointers for the Veterans Homeowner
5. VA Pam 26-6, To The Home Buying Veteran
6. VA Pam 26-71-1, Questions and Answers on Mobile Home Loans to Veterans
7. VA Pam 26-1880, Determination of Eligibility and Available Loan Guaranty Entitlement
8. VA News Releases
9. NAVTRA 46602A, Once a Veteran
10. NAVOP's
11. Directives in the 1760 series

## 12.9 GOVERNMENT INSURANCE PROGRAMS

1. The United States Government, through the Veterans Administration as the administering agency, operates five life insurance programs for members of the services and veterans. It also supervises the SGLI (Servicemen's Group Life Insurance) and the VGLI (Veterans' Group Life Insurance) programs, and the VMLI (Veterans Mortgage Life Insurance) program for certain totally disabled veterans. These programs are listed in the following table with applicable descriptive data:

| Program | Enrollment Period | Issued to Whom |
|---|---|---|
| U.S. Gov't (USGLI) | 1/1/19 - 4/24/51 | Generally to veterans of World War I |
| National Serice (NSLI) | 10/8/40 - 4/24/51 | Generally to veterans of World War II |
| Veterans Special (VSLI) | 4/25/51 - 12/31/56 | Generally to Korean veterans separated from service without a service-connected disability |
| Service-Disabled (SDVI) | 4/25/51 - Continues | Generally to World War II, Korean and Vietnam veterans separated on or after Apr. 25, 1951 with service-connected disabilities. |
| Veterans Reopened (VRI) | 5/1/65 - 5/2/66 | Generally to World War II and Korean veterans with service-connected or serious non-service-connected disabilities. |
| Servicemen's Group (SGLI) | 9/29/65 - Continues | Members of the Uniformed Services on active duty, Ready Reservists and Retired Reservists |
| Veterans' Group (VGLI) | 8/1/74 - Continues | 5-year term insurance available to all veteans separated on or after Aug. 1, 1974. Less than 5-year term coverage to certain veterans separated prior to Aug. 1, 1974 |
| Veterans Mortgage (VMLI) | 8/11/71 - Continues | Disabled veterans who have received specially adapted housing grants |

## CHAPTER 13 -- OFFICER COUNSELING

This chapter provides Commanding Officers with guidance and information with which to establish and maintain an effective officer counseling program.

### 3.1 PURPOSE OF OFFICER COUNSELING

1. The retention of commissioned and warrant officers is equally as important to the future of the Navy as the retention of enlisted personnel.

2. Officer retention is structured upon the same basic elements as enlisted retention, integration into the command, periodic personal career counseling, education as to career programs and benefits, and professional development.

3. The retention of officers within their commands is the direct, personal responsibility of the commanding officer. While all officers share some of the responsibility of the career development of their subordinates, delegation of specific responsibilities must be, by necessity, very limited.

### 3.2 COUNSELING

1. A continuing program of professional career counseling is an essential element of an officer retention program. This includes on board career counseling and discussions with the detailers, either in person or by telephone.

### 3.3 OFFICER INTERVIEWS

| TYPE | WHEN |
|---|---|
| Reporting | Within one week of reporting aboard |
| Programs and Benefits | Within three months of reporting aboard |
| Annual Fitness Report | Upon submission of fitness report |
| Mid-term Performance Review | Within thirty days of mid-point between fitness reports or between reporting aboard and first fitness report |
| PRD/Preference | Twelve months prior to PRD |
| Detaching | Just prior to detaching |

### 3.4 PROFESSIONAL LIBRARY

1. A collection of professional reference material not only provides a ready source of information for officers, but also encourages active participation by officers in the current issues of the profession. There are several sources available for such a collection: official publications, appropriated funds (OPTAR), the Navy's library program, and short term loans from base libraries.

2. Suggested reference material includes, but is not limited to:

Unrestricted Line Officer's Guide (NAVPERS 15197A)
Commanding Officer's Addendum to URL Guide (NAVPERS 15197 Addendum)
"perspective" (at least the last six issues)
Annual Billet Summary (Senior)(NAVPERS 15993E)
Annual Billet Summary (Junior)(NAVPERS 15994F)
Retention Team Manual (NAVPERS 15878G)
Watch Officers Guide
Division Officers Guide
Naval Shiphandling
Modern Seamanship
Navy War College Review
Naval Institute Precedings

3. Frequent calls to the CNO Retention Hotline Information Recording (A/V 224-3722/3751, commercial 202-694-3722/3751) will provide factual, current information on retention/compensation initiatives.

4. All officers are encouraged to attend the CNO Retention Team breifing when given in their area.

## CHAPTER 14 - FAMILY COUNSELING

The importance of the Navy family as a unit of the Navy team has been well established. Research has shown that morale, job performance, attrition/retention and unit readiness are directly linked to the well-being of the Navy family. Increasing numbers of dual-military career Navy families (both active duty Navy, or a spouse in another service) and numbers of married Navy members in general have greatly increased and expanded the requirements of the retention team in providing information and assistance to Navy members and their families in planning their Navy career.

### 14.1 Married Members (both on active duty):

1. When working with an individual and trying to sort out the pro's and con's of the next duty station, reenlistment, a naval career, etc., an important element must be considered - What does the spouse consider reasonable for the family unit?

2. If the spouse is another service member and under your counseling jurisdiction, the advantages start to stack-up:

a. With both members available, working on orders for both of them to the same place or area will be easier (not easy, just easier). Some situations to consider are:

(1) Are both eligible for sea duty or shore duty?

(2) If one is eligible for shore and the other for sea, are there billets for both in the same area?

(3) Are their tour lengths the same? If not, can arrangements be made to lengthen or shorten one to comply with the other?

(4) Have both members include their spouses name, rate and social security number on enlisted duty preference (NAVPERS 1306/63).

b. You must ensure each individual understands the Navy cannot guarantee duty assignments together for a complete career, but every effort will be made to provide this convenience.

3. If both spouses are service members but are in different ratings, other problems will occur.

a. Sea/Shore rotation may be different.

b. Where sea or shore billets exist for the female they may not for the male, which may preclude assignment together. (This also can be true for individuals in the same rating.)

c. Lateral Conversions/SCORE may provide a way to get members into similar skills with basically equal sea/shore rotations; however, this can provide (in some cases) only a short term solution to the problem. Future assignments may be limited to one and the needs of the service may preclude assignments together.

4. Should either the husband or the wife not be under your cognizance, contact the career counselor for that individual and work together on orders, reenlistment, etc. (A joint reenlistment ceremony, with both commands present, can serve as a retention aid by itself.)

5. When the couple feels that being in the service together has too many problems for them to accept or adjust to, you have an excellent chance to point out the advantages of one continuing their career and the other joining the Reserves so that the period already served can be used towards a reasonable retirement, and provide, in the short term, a more stable environment. (See Chapter 9 of this manual for information regarding the Naval Reserve.

6. Reference: MILPERSMAN 1820340 - Military Couple Assignment Policy.

14.2 The Navy Spouse

As discussed in Chapter 2 of this manual, the spouse should attend as many interviews as possible so he/she has all the facts on command programs and situations, career programs and opportunities, his/her benefits as a spouse, and the mission of the member's command and the Navy. In order to retain a member, we must be sensitive to the family's needs.

1. Chapter 20 has provided a questionnaire for the spouse to fill out. With the information provided you can find areas that need to be addressed to individuals as well as groups. Accordingly, interviews must be programmed into the command retention schedule to meet the needs of the spouses.

2. The career counselor should maintain close liaison with the unit's wives club president and family ombudsman.

a. Working together, those persons listed above can establish programs/ideas for the members of the command and their families.

3. Coordinate with all personnel involved so all areas which must be discussed are covered, but try to avoid redundancy.

a. The commanding officer (or the CO's representative) should provide general information on the command's mission and programs.

b. The career counselor should provide general information on the retention team. A date should be established for the first interview and the spouse should be invited. See if you can get an idea of areas they want to discuss so you can prepare the interview accordingly. (Note: If the spouse does not attend the first interview, discuss his/her absence with the member to determine what the member's feeling is on the spouse coming to the interviews.) Encourage spouse participation.

c. The division officer can provide information on the chain-of-command, the duties the new member will be assigned to, and introduce him/her to the leading CPO/LPO and division career counselor.

d. The sponsor should be the first contact from the command and is responsible for providing the family with the following items (MILPERSMAN 1810580 referes):

(1) A welcome aboard package to include:

(a) Maps of the area

(b) Brochure on command's mission and programs

(c) Types of uniforms normally worn during each season

(d) Housing and transportation cost and location/general idea of cost-of-living for the area

(e) Complete list of family service offices, with building numbers, telephone numbers, and person to contact in each office

(f) Exchange and Commissary hours, locations, rules and regulations.

(2) Meet the new member upon arrival at the command and ensure immediate lodging needs have been fulfilled.

(3) Assist the member when checking in and ensure that member has met with the appropriate people in the command.

4. Personal Recognition - Anytime a member is receiving recognition for a job well done, advancement, reenlistment or receiving an award; make certain the family has been given a personal invitation. This will provide the member with deserved recognition and make the family feel a definite part of the command and the Navy.

5. Activities - As discussed earlier in this chapter and in Chapter 2 of this manual, command sponsored activities should include participation by all members of the command and their dependents.

14.3 Family Service Centers (FSCs)

1. The command career counselor in addition to the Command Master/Senior Chief and Family Ombudsman should maintain active liaison with the Family Service Center. The Family Service Center can serve as the focal point for coordinating the command's existing family support and assistance programs.

a. The FSC will be able to provide information and referral on a full range of available family-related resources, service organizations, and programs, both Navy and civilian, while providing directly, many selected services. FSCs provide coordination with family related resources, service organizations and programs external and internal to the Navy which include but are not limited to :

American Red Cross

Chamber of Commerce

Navy League

Navy Relief Society

Family Ombudsman Program

Navy Sponsor Program

USO

Volunteer Programs

Wives Clubs

Family Information School

Public Affairs Office (Station Newspapers, etc.)

b. Additionally, below are listed some of the services that will be provided by the FSC:

(1) Provide, assist, co-locate with, or provide information about - Personal and Family Enrichment programs - Financial Counseling and education - Child Care information/services - Relocation information/services - Emergency services/assistance - Special needs family information - Retired personnel information - Services or programs such as the Family Information School; Welcome Aboard packages, Hospitality Kits; Wifeline Publications; Sponsor Program guidance/assistance.

2. References:

a. OPNAVINST 1740.3 Navy Sponsor Program
b. OPNAVINST 1750.1 Family Ombudsman Program
c. OPNAVINST 1754.1 Family Support Program



Reverse Blank

## Chapter 15 - Overseas Assignment Suitability Screening

### 15.1 Background

1. One of the more costly aspects of Navy life, both in financial and human terms, is discovering after the fact that a particular Navy person or family member is not suitable for overseas duty. Each month, an average of two to three individuals (and/or families) are returned to CONUS due to unsuitability that could have been detected prior to departure. Additional numbers of marginally suitable people struggle through overseas tours creating hardship for themselves, service and support personnel, shipmates, and commanding officers. The impact on Navy careers and retention is clear: an overseas tour at the right time can benefit the Navy, the member and his or her family, and lead to a positive retention attitude. In addition, determination of a member's suitability for overseas assignment is fundamental to efficient and cost effective detailing procedures.

### 15.2 General Information.

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Overseas Service may be categoried as: Preferred Overseas Shore Duty (Sea/Shore Code 6), Overseas Shore Duty (Sea/Shore Code 3), Non-rated Sea Duty (Sea/Shore Code 4), and Neutral Duty (Sea/Shore Code 5).

In order to assist Foreign Nationals in adjusting to the United States culture and language, it is Navy policy not to assign non-U.S. citizens overseas (Type duty 3 and 6, less Hawaii, Alaska and Puerto Rico) during their first term of enlistment (initial four years).

### 15.3 Selection of Personnel for Overseas Service.

GENERAL SCREENING PROCEDURES. In determining suitability for overseas service, the Commanding Officer shall ascertain whether the member or dependents possess any medical, moral, or physical attributes which would preclude their conducting themselves as worthy representatives of the United States in a foreign country. This determination must be based on a series of steps beginning with a detailer at COMNAVMILPERSCOM (NMPC-40)/EPMAC nominating the member for overseas duty and ending with a message to COMNAVMILPERSCOM (NMPC-40) from the Commanding Officer indicating the suitability of the member and dependents for overseas duty. In the case of non-designated SN/AN/FN, the message shall be addressed to EPMAC (info COMNAVMILPERSCOM). Besides reviewing the member's service records, the medical fitness of individuals and their dependents must be ascertained. In a service school environment, the training school command is responsible for scruitinizing the training records of personnel as well as interviewing them to determine their overall suitability for overseas duty. Upon request of the Commanding Officer, a chaplain may also be included in the determination of overseas suitability.

NOTE: Overseas screening is a requirement of all transferring commands whether transfer is from CONUS to overseas or consecutive overseas tours from overseas (Sea/Shore) to overseas (Sea/Shore).

### 15.4 Overseas Suitability Profile

The Navy has develped the overseas suitability profile which is a standardized questionnaire to be administered to all personnel identified for overseas assignment. Until implementation of the new profile, individuals should be screened in accordance with ENLTRANSMAN.

### 15.5 Reference:

ENLTRANSMAN, Chap 4



Reverse Blank

## CHAPTER 16 - FLEET RESERVE AND RETIREMENT

### 16.1 FLEET RESERVE

1. The Fleet Reserve was established to provide an available reserve of former enlisted members of the Regular Navy or Naval Reserve who could be used without further training to fill billets requiring experienced personnel in the first stages of mobilization during an emergency or in time of war. Members of the Fleet Reserve may be ordered to active duty without their consent:

a. In time of war or national emergency declared by Congress and for 6 months thereafter.

b. In time of national emergency declared by the President.

c. When otherwise authorized by law.

In time of peace, any member of the Fleet Reserve may be required to perform not more than 2 months active duty for training during each 4 year period. Members of the Fleet Reserve are not, unless urgently required by particular circumstances, ordered to active duty until examined by a medical officer of the navy or Naval Reserve and found physically qualified for active duty.

a. Upon completion of 30 years combined active and inactive service, a member of the Fleet Reserve is transferred to either the Reserve or Regular Retired List. Upon placement on the retired list, a member may be advanced to the highest rank in which he/she served satisfactorily under a temporary appointment (retired pay will, in this case, be based on the grade held).

2. Enlisted members of the Regular Navy and Naval Reserve are eligible for transfer to the Fleet Reserve upon completion of at least 20 years of active service in the Armed Forces, including:

a. Service as a cadet or midshipman.

b. "Constructive time" (any enlistment terminated within 3 months before the end of the term of enlistment under 10 U.S.C. 6330(d) prior to 31 December 1977), and/or

c. Time creditable as active service for a completed minority enlistment.

d. Active Duty for Training after 9 August 1956.

3. Time <u>not</u> creditable toward transfer to the Fleet Reserve:

a. Service in the Philippine Constabulary,

b. Furlough without pay (FWOP),

c. Inactive service as a member of the reserve component,

d. Inactive service on the Temporary Disability Retired List (TDRL),

e. Time lost in excess of one day (24 hours) due to:

(1) Sickness due to misconduct on or after 17 June 1955,

(2) Arrest awaiting trial, during trial and imprisonment following trial (general courts-martial before 24 July 1956),

(3) Confinement after 23 July 1956 under sentence by any court-martial as finally approved, to include confinement before, during, and after trial (unless acquitted or sentence is set aside and changes are dismissed).

(4) Absence while in civil arrest, while in custody of civil authorities, UNLESS acquitted or released without making restitution or reparations.

(5) Unauthorized absence (UA), absence without leave (AWOL), absence over leave (AOL), or desertion.

4. IT SHOULD BE EMPHASIZED THAT TRANSFER TO THE FLEET RESERVE PRIOR TO COMPLETION OF 30 YEARS ACTIVE SERVICE IS A PRIVILEGE...AND IS NOT PROTECTED BY PUBLIC LAW! Transfer to the Fleet Reserve upon the completion of 20 years service is a major feature in the attractiveness of a Naval career; however, the benefits accrued by remaining on active duty should be explained in depth to prospective Fleet Reservist.

5. The request to transfer to the Fleet Reserve must be initiated by the member utilizing NAVPERS 1830/1 (Application for Transfer to Fleet Reserve). The application should be mailed to reach Commander, Naval Military Personnel Command not less than 6 months and not more than one year prior to the desired Fleet Reserve transfer date. The date requested may include an over tour of up to 6 months to meet initial eligibility. If the member is serving in an overseas location, the transfer date will not be earlier than the date on which the DOD minimum area tour is completed. A complete outline of the eligibility requirement for transfer to the Fleet Reserve is found in MILPERSMAN 3855180.

6. Requested dates will always be the last day of the month, and may be deferred by CNMPC if a critical shortage exists in the requesting member's rating or special skill area. Additionally, a request to change or cancel a Fleet Reserve transfer may not be approved. Fleet Reserve transfer should not be considered a "GUARD IV". If the member is bluffing, he/she may well find that the bluff can be called. Requests for either modification or cancellation of Fleet Reserve applications should be made by either message or letter, not by submitting a new NAVPERS 1830/1! Requests are submitted to NMPC-233, with an information copy to EPMAC. All cancellation/modification requests should include the following:

a. Date requested or currently authorized, including date of request or authorization,

b. Reason for request,

c. Command endorsement, which should include comments about member's performance and any relief requirements,

d. If the request requires any waiver of administrative requirements, complete documentation must be enlcosed as required by TRANSMAN Chapter 18.

e. When the request is made by letter, a copy of NAVPERS 1830/1 or NAVPERS 1830/2, as appropriate, must be included. If the request is made by message, reference the approrpriate NAVPERS 1830/1 or NAVPERS 1830/2. Normal processing time for a cancellation or modification of Fleet Reserve authorization is thirty to ninety days. DO NOT CONTACT NMPC-233 EARLIER THAN AT LEAST THIRTY DAYS AFTER MAILING DATE OF REQUEST!.

7. Prior to submitting an application for transfer to the Fleet Reserve, the member should carefully weigh all factors involved. The serious nature of a Fleet Reserve application cannot be over stressed. The decision to make such a request must be a rational one, and not an emotional act made in the "heat of the moment." Some of the commonly overlooked factors which should be considered are:

a. Retainer pay at date requested as opposed to a later date which is more financially advantageous.

b. The selection of a transfer date which does not coincide with school year endings, or job openings, etc. Waivers of the 6 month PRD over-tour rule are not authorized for reasons of this nature.

c. Alternatives to a Fleet Reserve transfer as the solution to a problem which caused the request to be based on emotional rather than logical basis.

d. Future advancement and assignment opportunities.

8. Personnel under PCS orders on or after 1 October 1983 will be required to serve a minimum prescribed tour to be eligible for transfer to the Fleet Reserve. This does not affect personnel who reported onboard their present duty station prior to 1 October 1983, nor does it affect personnel who submitted Fleet Reserve transfer applications prior to 1 October 1983 (NAVMILPERSCOMNOTE 1830 of 2 September 1983).

9. Personnel who receive PCS orders after 1 October 1983 will have thirty days after receipt of PCS orders to request transfer to the Fleet Reserve after completing one year onboard their next duty station. This request must be made prior to execution of PCS orders. Obviously, the requesting member must be fully eligible for transfer to the Fleet Reserve upon completion of twelve months onboard the new duty station.

10. REFERENCES:

MILPERSMAN Articles:

1040300 - reenlistment subsequent to submission of Fleet Reserve application,

1050150 - extension of enlistment to acquire sufficient obligated service for transfer to the Fleet Reserve,

1050150 - active duty agreement for Fleet Reservists,

2630100 - computation for Fleet Reserve pay,

3810200 - retirement ceremony,

3810240 - acknowledgement of service,

3910260 - place of separation,

3810420 - separation of aliens,

3840200 - time lost from active service,

3840220 - maximum active duty for TARS,

3855160 - physical examination for transfer to Fleet Reserve,

3855180 - Fleet Reserve,

3855220 - transfer to the Fleet Reserve and retention on active duty

3855240 - deferment of Fleet Reserve Transfer Authorization,

3855260 - physical examinations of Fleet Reservists,

3855280 - travel or residence outside CONUS by Fleet Resrvists,

3855300 - Duties of Fleet Reservists,

3860220 - retirement (seperation) leave

3860440 - retirement of members of the Fleet Reserve,

6220120 - materials available to assist member,

3860440 - retirement of members of the Fleet Reserve,

6220120 - materials available to assist member,

6220160 - information to retired personnel,

NAVPERS 15891D, Navy Guide for Retired Personnel and Their Families,

Directives in the 1800 series,

OPNAVINST 1720.3, Retired Navy Personnel Seminars,

NAVCOMPINST 7220.52, Retired Pay,

VA IS-1 Fact Sheet (latest edition),

NAVTRA 46602A, Once a Veteran,

BUPERSINST 1750.1, Suvivor Benefit Plan (SBP),

NAVOP's,

TRANSMAN,

15.0260 - Change of Homeport,

4.022 - Overseas Duty,

11.04 - Recruiting Duty,

10.043 - Instructor Duty,

10.072 - Recruit Company Commander,

9.1713 - Comp tour in Washington, D.C. area,

8.031 - Assignment to school,

8.012 & 8.024 - GUARD III,

Addendum 1.

16.2 CONSTRUCTIVE SERVICE

1. Constructive service (Constructive Time) is defined as service for which credit is given, although not actually performed. All constructive service is creditable as service for Fleet Reserve transfer. Some, but not all, constructive service is creditable as service for 30 years retirement. Constructive service enters into the computation of retainer pay as total active federal service (TAFS), but not as time for basic pay. Basic pay is based on actual time served on reserve or regular service. It should be noted that no constructive service can be accrued after 31 December 1977. All constructive service prior to 31 December 1977 may be utilized for Fleet Reserve eligibility computations.

2. The following types of contructive service are creditable for transfer to the Fleet Reserve:

a. Minority Enlistments. Minority enlistments are enlistments of males between the ages of 14 and 18, and females between the ages of 18 and 21, who enlist with the consent of their parents or guardians to serve in the Navy or Marine Corps until age 21 (The Navy's policy was to accept males for enlistment at age 17). A completed minority enlistment or a minority enlistment which was terminated within 3 months of the expiration of enlistment is counted as 4 years of active service. No constructive service is credited for minority enlistments made after 31 March 1969.

b. Short-Term Enlistment. An enlistment which is terminated within 3 months of the expiration of enlistment. A short term enlistment is credited as a full enlistment when the actual day-for-day service performed amounts to at least the full enlistment less 3 months. No credit is given for short term enlistments after 31 December 1977.

c. Voluntary Extensions. Any extension of an enlistment (whether initial, minority, or other enlistment) which is served to within 3 months of the period the member agrees to serve is credited as the full term of enlistment plus the full period of the extension of enlistment. After 31 December 1977 credit is given only for time actually served, no constructive time credit.

d. Involuntary Extensions. When any enlistment is involuntarily extended for a specified period, credit is given on the same basis as short term enlistment or voluntary extensions. This applies only to involuntary extensions served to within 3 months of the specified period during the 15 March 1966 to 31 December 1977 time frame.

3. All constructive service is creditable toward 30 year retirement except minority enlistment constructive service.

4. Reference:

a. MILPERSMAN 2630100.

16.3 COMPUTATION OF RETAINER PAY

1. Navy Finance Center (NFC) Cleveland computes retainer pay. A member contemplating transfer to the Fleet Reserve can get a projected retainer pay computation by submitting a Pre-Retirement Pay Information Request (NAVCOMPFORM 2274, S/N 0104-LF-702-2740) to NFC Cleveland. If the member does not desire to wait (approximately 2 weeks) for a reply from NFC, you can compute the member's entitlement utilizing the formula Basic Pay X .025 (or 2 1/2% X total active federal service). Computation of TAFMS is discussed in paragraph 3 of this article.

2. There have been recent changes to Retainer/Retired pay laws that you must consider during computation.

a. Retired/Retainer pay is "rounded down" to the lowest dollar, example: $755.99 is rounded to $755.00.

b. Active duty service is "rounded down" to the lowest month, example: 22 years, 3 months, and 27 days is rounded to 22 years and 3 months.

c. In no case will retainer or retired pay exceed 75% of the member's basic pay.

d. A sailor cited for extraordinary heroism by the Secretary of the Navy may have an increase of up to 10% in Retainer/Retired Pay, provided that it does not cause Retainer/Retired Pay to exceed 75% of his/her basic pay.

e. Retainer pay for personnel entering the Navy or after 8 September 1980 will be based on a "High Three" average of basic pay. This means that retired and retainer pay be calculated on the most favorable one-thirty-sixth of the total amount of monthly basic pay which the member received for any 36 months while on active duty., Formula is (TAFMS X.025X high three average)

f. Disability Retired Pay is based either on the percentage of disability or by 2 1/2% of active service* (whichever is greater). If the member is entitled to Veteran's Administration Disability Compensation, he/she may elect to receive it, but the disability retired pay from the Navy will be offset dollar for dollar in the amount the VA compensation received.

*NOTE: Members entering service on or after 1 September 1980 will be paid on the "High Three" method.

TABLE 16-1 Gives conversions of months to percentages of a year.

| Months | % | Months | % | Months | % |
|---|---|---|---|---|---|
| 01 | 8.33 | 02 | 16.67 | 03 | 25 |
| 04 | 33.33 | 05 | 41.67 | 06 | 50 |
| 07 | 58.33 | 08 | 66.67 | 09 | 75 |
| 10 | 83.33 | 11 | 91.67 | | |

1. Examples of Fleet Reserve Computations:

a. A SCPO with 23 years, 3 months, and 26 days total active federal service (TAFMS) and a basic pay (OCT 82 pay scale) of $1779.90 per month. The Senior Chief's retainer pay would be: 23.25* (years) X .025 (2 1/2%) X 1770.90 (E-8 over 22, Oct 82 pay scale) or $1034.00** per month before taxes and/or allotments.

* Remember days are "rounded down" to the lowest month.

** Retainer/Retired pay is "rounded down" to the lowest whole dollar.

b. A CPO with 20 years, 1 month, and 11 days TAFMS and 1 year, 11 months, and 19 days inactive reserve (served after an initial enlistment of 4 years, thus counting for basic pay) has 20 years and 2 months TAFMS and 22 years for basic pay. This Chief's retainer pay would be: 20.083333 (TAFMS) X .025 (2 1/2) X $1583.10 (Oct 82 pay for E-7 over 22) or $794.00 per month before taxes and/or allotments.

2. Computation of Total Active Federal Military Service requires access to the member's service record. As a rule, the necessary information can be obtained from the current enlistment contract and all NAVPERS 1070/605 (page 5). Figure 16.1 is a sample format for use as a statement of service worksheet.

STATEMENT OF SERVICE FOR _____

ADSD 61-01-31 PEBD 61-01-31 DOR JUN 83 PRD SEP 85

| YEARS OF SERVICE FOR: | PAY | DAY-FOR-DAY | TRANSFER/RETIREMENT* |
|---|---|---|---|
| enlistment YR-MO-DA | YR-MO-DA | YR-MO-DA | YR-MO-DA |
| discharged 65-01-10 | 03-11-10 | 03-11-10 | 04-00-00 within three months of EAOS |
| enlisted 61-01-31 | | | |
| time served: 03-11-09+1 | | | |
| discharged 66-12-02 | 01-10-12 | 01-10-12 | 02-00-00 within three months of EAOS |
| enlisted 65-01-11 | | | |
| time served: 01-10-11+1 | | | |
| discharged 69-10-22 | 02-10-20 | 02-10-20 | 03-00-00 within three months of EAOS |
| enlisted 66-12-03 | | | |
| time served: 02-10-19+1 | | | |
| discharged 75-08-24 | 05-10-02 | 05-10-02 | 06-00-00 within three months of EAOS |
| enlisted 69-10-23 | | | |
| time served: 05-10-01+1 | | | |
| discharge 77-06-26 | 01-10-02 | 01-10-02 | 02-00-00 within three months of EAOS |
| enlisted 75-08-25 | | | |
| time served: 01-10-01+1 | | | |
| discharge 82-05-27 | 04-11-01 | 04-11-01 | 04-11-01 no constructive service after 31 DEC 77 |
| enlisted 77-06-27 | | | |
| time served: 04-11-00+1 | | | |
| discharge 85-09-30 | 03-04-03 | 03-04-03 | 03-04-03 |
| enlisted 82-05-28 | | | |
| time served: 03-04-02+1 | | | |
| totals | 24-07-30 (or 24-08-00) | 24-07-30 (or 24-08-00) | 25-03-04 |

EARLIEST TRANSFER DATE IS n/a **MOST ADVANTAGEOUS DATE IS n/a
RETAINER/RETIRED PAY BASED ON SCPO over 22 yrs AND 25.25 YEARS FOR TRANSFER ( .025 X $ 1851.00 [basic pay] X 25.25 YRS FOR TRP PROJECTED RETAINER/RETIRED PAY IS $ 1168 per mo , BASED ON FY 84 PAY SCALE, AND DOES NOT INCLUDE STATE OR FEDERAL TAXES, ALLOTMENTS, OR OTHER DEDUCTIONS.

NOTES: * Time for transfer to the Fleet Reserve/Retirement includes constructive service earned prior to 01 January 1978. Minority enlistments do not count as constructive service for 30 year retirement. Constructive service for minority enlistment could not be earned after 31 March 1969.

** Personnel reporting under PCS transfer orders on or after 01 October 1983 must serve at least 24 months onboard current duty station prior to transfer to the Fleet Reserve (see NMPCNOTE 1830 of 02 September 1983)

Prepared by _____
on _____

Figure 16-1

a. Rules when computing Total Active Federal Military Service (TAFMS):

Rule 1: Convert days, months, and years to their numerical equivalents in the order of year-month-day. EXAMPLE: 31 January 1961 should be converted to 61-01-31.

Rule 2: When subtracting specific dates, add one day to account for inclusive dates.
EXAMPLE: A member served from 31 January 1961 to 10 January 1965:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| discharged: | 65-01-10 | = | 65-01-10 | = | 65-00-40 | = | 64-12-40 |
| enlisted: | 61-01-31 | | -61-01-31 | | 61-01-31 | | -61-01-31 |
| | | | | | | | 03-11-09 +1= 03-11-10 |

(or three years, eleven months, and ten days day-for-day service)

b. Example of Total Active Federal Military Service (TAFMS) computation:

SCPO Quill entered the Navy on 31 January 1961 for a 4 year enlistment. She has been on continuous active duty since that time. She was discharge on 10 January 1965 for immediate reenlistment on 11 January 1965 (two year OBLISERV). On 2 December 1966 she was discharged for immediate reenlistment (3 years) on 3 December 1966. She served on this enlistment until 22 October 1969 when she was discharged and reenlisted on 23 October 1969 for a period of 6 years. This enlistment was completed to within three months when she was discharged on 24 August 1975 and reenlisted on 25 August 1975 for a period of two years. SCPO Quill was discharged on 26 June 1977 and reenlisted on period of two years. SCPO Quill was discharged on 26 June 1977 and reenlisted on 27 June 1977. NOTE THAT THIS WAS THE LAST TIME SHE COULD EARN CONSTRUCTIVE SERVICE. On May 27th, 1982 she reenlisted for 6 years. Senior Chief Quill would like her statement of service computed to 30 September 1985, which is her normal PRD.

STEP 1: Convert each enlistment into day-for-day service.

STEP 2: Compute time for transfer/retirement by crediting constructive service.*

STEP 3: Ensure that the date selected will provide a minimum of 24 months time served in current paygrade.

STEP 4: Ensure that the date selected will provide a minimum of either 12 or 24 months at the present command (see NMPCNOTE 1830 of 2 September 1983) as is appropriate in the client's circumstances.

STEP 5: Compute Retainer/Retired pay using the formula of: basic pay X .025

X time for transfer= monthly retainer/retired pay BEFORE any deductions or withholding.** Always "round-down" to the nearest dollar value (ie: delete the change).

NOTE* "Round-down" days, IE: delete them. 24 years 5 months and 28 days is considered to be 24 years and 5 months.

** Don't forget to give credit for each month, 24 years and 3 months is no longer considered as 24 years time for transfer, it's now considered as 24 1/4 years;

NOTE # Do not forget to deduct any "BAD TIME" which is not creditable as outlined in paragraph 3 of CHAPTER 16.1

c. Computation for retired pay is the same as computation for retainer pay with the exceptions (1) minority enlistments cannot be used as constructive service, and (2) the member has the option of utilizing either constructive service or serving 30 years day-for-day.

d. References

(1) MILPERSMAN ARTICLES

(a) 2630100,
(b) 3840200,
(c) 2650320,

(2) NAVCOMPINST 7220.57

16.4 NONDISABILITY RETIREMENT

1. Any enlisted member of the Regular Navy who has completed at least 30 years of active federal service may be retired upon application. Unlike transfer to the Fleet Reserve, the 30 year retirement is a right which is guaranteed by law (10 USC 6326). An enlisted member who has not served under a temporary appointment in Warrant or Commissioned grade will be retired in the enlisted paygrade in which the member is serving at the time of retirement. Enlisted personnel who have held temporary Warrant or Commissioned grade will be retired at the highest grade satisfactorily held under one of several public laws; for information on the pertinent public law refer to MILPERSMAN 3860100.

2. Applications for retirement should be submitted to reach NMPC between 9 and 12 months prior to the requested retirement date. The only exception to this is to establish a retirement date prior to a Twilight Tour request, see TRANSMAN Chapter 13. Retirement orders are normally issued by NMPC 3 to 6 months in advance of the scheduled date of retirement.

3. Accrued leave is compensatable in a lump-sum payment at retirement. This will not exceed a total of 60 days leave, including any leave the member has "sold back" since 10 February 1976. The member may elect to take leave either before or after reporting to the separating activity, instead of "sellback."

4. All active service (less lost time) as an enlisted member, warrant or commissioned officer, or active duty for training performed on or after 9 August 1956, or as an aviation cadet, in either the regular Navy, Marine Corps, Army, Air Force, Coast Guard, or the reserve component thereof, is creditable toward 30 year retirement. All constructive service accrued prior to 1 January 1978 except constructive service for minority enlistment is creditable toward 30 year retirement.

5. Non-disability retirement for both officer and enlisted personnel is effected on the first day of the retirement month. Officers and enlisteds who served as temporary officers retire under one of a number of public laws, for specific information as to which law is pertinent to a member's retirement, refer to MILPERSMAN 3860100.

6. Transfer to the retired list is a permanent change of status and may be changed only by resignation, discharge by approval of the Secretary of the Navy, or as a result of sentence by Courts-Martial. Retired members may be ordered to active duty in time of war or national emergency at the discretion of the Secretary of the Navy. They may not be ordered to active duty under any other conditions without their consent. A member may not be ordered to active duty solely for the purpose of receiving medical treatment.

7. A retired member not on active duty is required to advise Navy Finance Center, and the Commanding Officer, Naval Reserve Personnel Center, of any change in address. If a retired member desires to travel or reside outside the United States, they must report departure, expected duration of travel and forwarding address(es) to the Commanding Officer, Naval Reserve Personnel Center. A retired member should also advise the appropriate United States Naval Attache of their presence if they intend to reside in the country, and while visiting a country they should call on senior officers of the local military. This is intended to enable the Naval Attache to advise the retired member of local conditions regarding calls or visits.

8. Retired members on inactive duty are premitted to use their titles in connection with commercial enterprises. They are not permitted to use military titles in connection with public appearances overseas unless so authorized by the appropriate overseas commander.

9. REFERENCES:

MILPERSMAN Articles:

2650320 - Pay accounts of retiring personnel

3810200 - Retirement ceremony

3860400 - Temporary disability retired list

3860300 - Definitions of non-disability retirement

3860280 - Application for voluntary retirement

3860120 - The retired list

3860260 - Voluntary retirement of enlisted personnel

3860200 - Effective date of retirement

2650180 - Lump sum leave payment

3860220 - Accrued leave creditable upon retirement

3860180 - Retirement orders and authorizations

3860100 - Retirement laws applicable to officers and enlisted personnel with temporary appointment as officer

NAVPERS 1589E - Navy Guide for Retired Personnel and their Families

Directives in the 1800 series

DOD Manual 1340.12M - (NAVSO P-6066) Military Retired Pay Manual

OPNAVINST 1720.3 - Retired Navy Personnel Seminars

NAVCOMPINST 7220.57 - Retired Pay

MILPERSMAN 6220120 - Materials available to assist members

TRANSMAN, Chapter 13 - Twilight tour

SECNAVINST 1850.4 - Disability Evaluation

NAVTRA 46601A - Disability separations

VA IS-1 - Fact sheet (latest edition)

NAVTRA 46620A - Once a Veteran

BUPERSINST 1750.1 - Survivor Benefit Plan (SBP)

SECNAVINST 1850.4 - Disability Evaluation Manual (SBP)

INFORMATION SOURCES FOR FLEET RESERVISTS/RETIREES

| INFORMATION DESIRED: | SOURCE: |
|---|---|
| INFO ON ORDERS TRANSFERRING MEMBER TO FLEET RESERVE/RETIRED LIST---------- | DIRECTOR, RETIREMENT/ FLEET RESERVE DIV. NAVAL MILITARY PERSONNEL COMMAND (NMPC-23) NAVY DEPARTMENT WASHINGTON, DC 20370 |

| INFORMATION DESIRED: | SOURCE: |
|---|---|
| SERVICE RECORD INFORMATION, VERIFICATION OF DEPENDENT ID CARDS---------- | NAVAL RESERVE PERSONNEL CENTER, NEW ORLEANS, LA 70149 |
| RETIRED PAY AND/OR ALLOWANCES, ARREARS OF PAY, SBP ANNUITIES---------- | NAVY FINANCE CENTER, RETIRED PAY DEPT (NFC-30) ANTHONY J CELEBREZZE FEDERAL BLDG CLEVELAND, OH 44199 |
| WHO TO NOTIFY WHEN A RETIREE/FLEET RESERVIST DIES | NAVY FINANCE CENTER (NFC-302) |
| CHANGE OF NEXT OF KIN OR BENEFICIARY FOR NSLI OR USGLI INSURANCE POLICY---------- | VETERANS ADMINISTRATION OFFICE MAINTAINING YOUR INSURANCE RECORDS |
| CHANGE OF NEXT OF KIN OR BENEFICIARY FOR SGLI INSURANCE POLICY---------- | OFFICE OF SERVICEMEN'S GROUP LIFE INSURANCE 212 WASHINGTON STREET, NEWARK, NJ 07102 |
| VERIFICATION AND ISSUANCE OF MEDALS OR UNIT AWARDS---------- | NATIONAL PERSONNEL RECORDS CENTER MILITARY RECORDS BRANCH 9700 PAGE BLVD ST. LOUIS, MO 63132 |
| REVIEW OF ARTICLES, BOOKS, SPEECHES, OR SCRIPTS YOU HAVE PREPARED FOR COMMERICAL PUBLICATION FOR SECURITY, ACCURACY, AND/OR POLICY---------- | OFFICE OF THE CHIEF OF INFORMATION (01-211) NAVY DEPARTMENT WASHINGTON, DC 20350 |
| PASPORTS---------- | PASSPORT OFFICE DEPARTMENT OF STATE WASHINGTON, DC 20524 |
| GOVERNMENT PUBLICATIONS---------- | SUPERINTENDENT OF PUBLICATIONS US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20402 |
| INFORMATION ON USHBP OR CHAMPUS---------- | HEALTH BENEFITS COUNSELOR AT NEAREST NAVY OR MARINE CORPS COMMAND, OR THE SURGEON GENERAL OF THE NAVY (USHBP-CHAMPUS OFFICE) BUREAU OF MEDICINE AND SURGERY WASHINGTON, DC 20372 |
| ADMISSION TO THE UNITED STATES NAVAL HOME------ | GOVERNOR UNITED STATES NAVAL HOME GULFPORT, MS 39501 |
| FEDERAL GOVERNMENT CIVIL SERVICE RETIREMENT | BUREAU OF RETIREMENT, INSURANCE, AND OCCUPATIONAL HEALTH US . CIVIL SERVICE COMMISSION WASHINGTON, DC 20415 |

| INFORMATION DESIRED: | SOURCE: |
| --- | --- |
| HOMESTEADING ON PUBLIC LANDS AUCTIONED BY THE US GOVERNMENT---------- | BUREAU OF LAND MANAGEMENT DEPARTMENT OF THE INTERIOR<br>WASHINGTON, DC 20240 |
| FINANCIAL AID PROGRAMS UNDER THE US OFFICE OF EDUCATION---------- | OFFICE OF EDUCATION<br>US DEPARTMENT OF HEALTH, EDUCATION, AND WALFARE<br>WASHINGTON, DC 2020 |
| DEPENDENTS SCHOLARSHIP PROGRAM---------- | COMMUNITY AND PERSONAL SERVICES DIVISION (NMPC-641A1) NAVAL MILITARY PERSONNEL COMMAND<br>WASHINGTON, DC 20370 |
| NAVY RELIEF ASSISTANCE---------- | LOCAL CHAPTER OF THE NAVAL RELIEF SOCIETY, OR LOCAL RED CROSS CHAPTER, OR HEADQUARTERS, NAVY RELIEF SOCIETY<br>ROOM 1228<br>801 NORTH RANDOLPH STREET<br>ARLINGTON, VA 22203 |
| EMPLOYMENT RESTRICTIONS---------- (NAVSO P-1778, REFERENCE GUIDE TO EMPLOYMENT ACTIVITIES OF RETIRED NAVAL PERSONNEL) | DEPARTMENT OF THE NAVY<br>OFFICE OF THE JUDGE ADVOCATE GENERAL<br>200 STOVAL STREET<br>ALEXANDRIA, VA 22332 |
| ASSISTANCE TO SURVIVORS OR DECEASED RETIREES | CASUALTY ASSISTANCE BRANCH<br>NAVAL MILITARY PERSONNEL COMMAND (NMPC-842)<br>WASHINGTON, DC 20370 |
| APPLICATION FOR HEADSTONE/GRAVE MARKER------ | DIRECTOR, MOMUMENT SERVICE<br>VETERANS ADMINISTRATION<br>811 VERMONT AVE., NW<br>WASHINGTON, DC 20420 |
| MISCELLANEOUS NAVY RETIREMENT ASSISTANCE---- | RETIRED PERSONNEL SUPPORT SECTION NAVAL MILITARY PERSONNEL COMMAND (NMPC-641E)<br>WASHINGTON, DC 20370 |
| WHO TO NOTIFY WHEN ADDRESS IS CHANGED------- | COMMANDING OFFICER<br>NAVAL RESERVE PERSONNEL CENTER<br>NEW ORLEANS, LA 70149<br><br>COMMANDING OFFICER, NAVY FINANCE CENTER, RETIRED PAY DEPARTMENT, ANTHONY J CELEBREZZE FEDERAL BLDG, CLEVELAND, OH 44199 |
| IF RECEIVING VA DISABILITY OR TREATMENT---- | VA REGIONAL OFFICE |

| INFORMATION DESIRED: | SOURCE: |
| --- | --- |
| IF ON TEMPORARY DISABILITY RETIREMENT LIST- | COMMANDER, NAVAL<br>MILITARY PERSONNEL<br>COMMAND (NMPC-482)<br>WASHINGTON, DC 20370 |



Reverse Blank

Chapter 17 - Pay, Allowances, and Entitlements

## 17.1 Background

1. The present military pay system was not designed as a whole; rather it has evolved over the years in response to the needs of the military community. The result, is a complex network which includes various special pays and allowances, plus other pay elements created for specific groups or skills. The legal term used when referring to military pay is "Regular Military Compensation" which is commonly called RMC. RMC is a combination of basic pay, basic allowance for quarters (BAQ), variable housing allowance (VHA) or overseas station housing allowance (SHA), basic allowance for subsistence (BAS) and the federal tax advantage on the non-taxable allowances (BAQ, VHA, SHA, and BAS). The RMC of personnel not receiving BAS and BAQ is based on in-kind values (meals and quarters provided by the government). Other entitlements such as special and incentive pays and allowances, reenlistment bonuses, benefit package, and the present and future value of the retirement system are an additive to RMC. Specific guidance for current rates and conditions of entitlements are located in the Department of Defense Military Pay and Allowances Entitlements Manual (DODPM).

## 17.2 Basic Pay

1. Basic Pay is the primary means of compensating members of the uniformed services. Except for certain periods of unauthorized absence, excess leave, and confinement after an enlistment has expired, every active duty member is entitled to basic pay, paid on a regular basis. The rate of this pay is determined by paygrade and length of service. Pay rates are designed to avoid pay inversions so personnel having the same time in service will normally make more money than personnel in a lower pay grade. The rates are also fixed so personnel stop receiving raises for increased length of service at certain points in each pay grade, thus providing an incentive to attain increased pay levels by earning promotions. (Note: Warrant Officers and LDO's basic pay structure is an exception to the general guidelines discussed above.)

2. Many other pays and allowances are linked to basic pay. For example, basic pay is utilized when computing various military compensation entitlements, such as Selective Reenlistment Bonuses, and retirement pay rates. These are commonly referred to as drag-along items in discussions of pay proposals.

## 17.3 Basic Allowance for Subsistence (BAS):

1. By law, enlisted personnel are provided 3 meals a day-subsistence in-kind. When subsistence in-kind is not provided, BAS is authorized. BAS is provided as a cash allowance to officers. It is payable at all times, to partially reimburse officers for the expense of subsisting themselves. Both officer and enlisted subsistence allowances were originally intended to be a cash equivalent of the approximate cost to the government of feeding its personnel. Such equivalency no longer exists except with respect to enlisted commuted and leave ration allowances. A 1974 change to the law abandoned the correlation between government food costs and subsistence allowances. Military personnel generally, but inaccurately, tend to view the subsistence allowance as intended to meet their normal food costs. In fact, BAS rates are now tied to neither government nor member food costs, but represent a rather arbitrary amount of cash pay received by officers and by enlisted personnel under certain conditions.

2. The rates of BAS differ between officer and enlisted members. All officers draw cash BAS on a monthly basis, regardless of grade. Officers are required to pay when they eat in a government dining hall, including shipboard messes. Enlisted members, on the otherhand, are generally subsisted in-kind because gov- ernment messes are funded by the Congress to provide their meals. When there is no government mess available they collect BAS at a daily rate. Some enlisted personnel are given permission to mess separately even though there is a mess available. This payment is called separate rations (COMRATS). This rate is slightly less than the regular daily BAS rate.

Generally, personnel are allowed to mess separately when they are married and live at home or are single and are authorized to live off base. Those who live in barracks or aboard ship are usually expected to eat in government provided dining facilities.

3. BAS also is paid when leave is taken and, under certain circumstances, may be paid while a service member is on a temporary duty (TDY) assignment.

4. BAS eligibility & rates are listed in part 3, Chapter 1 of DODPM.

## 17.4 Basic Allowance for Quarters (BAQ):

1. Traditionally, and by law, military members are provided quarters. When for some reason quarters are not provided, BAQ is provided. BAQ, is a cash allowance for military personnel when they are not furnished adequate government quarters. Members without dependents in pay grades E-7 and above, including shipboard personnel while in homeport and during overhaul periods, may elect BAQ in lieu of assignment to government quarters.

2. According to law and practice, single members are provided single quarters and members with dependents are provided family quarters. Consistent with this, the rate of BAQ is dependent upon whether the member has dependents or not and upon paygrade. BAQ does not vary with number of dependents, but is a flat "with dependents" or "without dependents" rate. The BAQ "without dependents" rate can be a full rate or a partial rate. The full rate is paid to both officers and enlisted members (without dependents) not living in government quarters. The partial rate is paid to members, without dependents, who are assigned to single-type quarters or are on field or sea duty, and therefore not entitled to receive BAQ at the full rate. Partial BAQ reflects a reallocation of the basic pay raise into BAQ which occurred in 1976 and 1977.

3. BAQ rates are listed in part 3, Chapter 2 of DODPM.

## 17.5 Tax Advantage

1. In its formal sense, the federal income tax advantage is the additional amount of pay a military member would have to earn under a system in which cash and in-kind quarters and subsistence allowances are fully taxable to produce the same after-federal-income-tax regular military compensation the member receives under the system where quarters (housing) and subsistence allowances are tax-exempt. This formal tax-advantage varies among individual members and is dependent upon:

a. pay grade and length of service
b. whether subsistence and quarters are received in cash or in-kind
c. the amount of subsistence and quarters allowances (including any (VHA) or (SHA))
d. the number of a member's personal tax exemptions
e. the member's marital and dependency status

2. In summary, basic pay is subject to income tax, while BAS, BAQ, VHA, and SHA are not. The federal income tax advantage is a saving, rather than a payment, to military members.

## 17.6 Incentive Special Pays and Allowances:

### 1. Incentive Pay for Hazardous Duty:

a. Flight Pay: Members under competent orders to particpate in regular and frequent aerial flights as crew or non-crew members are entitled to flight pay. Officers who are qualified for aviation service (aeronautically rated or designated) are not entitled to hazardous duty incentive pay for flight, but may be entitled to Aviation Career Incentive Pay (ACIP).

b. Other Hazardous Duty Incentive Pays:

(1) FLIGHT DECK PAY for duty involving frequent and regular participation in flight operations on the flight deck of an aircraft carrier or other air capable ship.

(2) DEMOLITION DUTY PAY for duty involving the demolition of explosives as a primary duty, including training for that duty.

(3) GLIDER PAY for duty involving frequent and regular participation in glider flights.

(4) LEPAROSARIAN for duty involving intimate contact with persons afflicted with leprosy.

(5) STRESS PAY (EXPERIMENTAL) for duty as a human test subject in acceleration-deceleration tests, thermal stress experiments, and duty inside a high or low pressure chamber.

(6) PARACHUTE PAY for duty involving parachute jumping as an essential part of military duty.

(7) TOXIC PESTICIDES/LIVE DANGEROUS VIRUSES or BACTERIA PAY for duty involving frequent and regular exposure to highly toxic pesticides or involving laboratory work that utilizes live dangerous viruses or bacteria.

(8) TOXIC FUELS PAY for duty involving the servicing of aircraft or missiles with highly toxic fuels or propellants.

(9) AIR WEAPONS CONTROLLER CREW MEMBER PAY for duty by an officer serving as an air weapons controller crew member aboard an airborne warning and control aircraft when not entitled to aviation career incentive pay.

Monthly rates for the performance of any hazardous duty described above can be found in Part 2, Chapter 3 DODPM.

2. Special Pays:

a. Aviation Career Incentive Pay (ACIP): All officers (except flight surgeons/medical officers who receive conditional ACIP) qualified for aviation service under SECNAV regulations receive ACIP. ACIP monthly rates are based on the length of an officer's aviation service rather than grade or total military service. The highest ACIP rates are set for the years immediately following the completion of an officer's first obilgated tour which normally coincides with the retention- critical, flight-intensive period of a career. ACIP rates progressively decrease in the senior, less-flight-intensive years of commissioned service and normally terminate at the 25th year of officer service unless the officer is serving in a billet requiring "duty involving flight." Operational flying -time standards or "gates" are established for continuous entitlement to ACIP throughout an officer's flying career. ACIP rates and gate can be found in Part 2, Chapter 1 DODPM.

b. Submarine Duty Incentive Pay: To qualify for submarine pay, personnel must be attached to a submarine in an active status, assigned a submarine designator and assigned as a prospective crewmember of a submarine under construction, or designated and undergoing periods of instruction to prepare for assignment to a position of increased responsibility on a submarine. Also, submarine pay is authorized for officers and enlisted personnel while serving on shore duty if the following specified years of operational submarine service (gates) are met (gates apply only to those members with greater than 12 years of submarine service).

° SUB PAY to 26 years of service
  - at least 6 of first 12 years; or
  - at least 10 of first 18 years

° SUB PAY to 22 years of service
  - at least 8 of first 18 years

° Enlisted personnel must also have minimum of 14 months obligated service beyond established tour PRD.

° Officers must additionally meet professional screening standards (XO-CO)

° Submarine pay gates commence upon entry into the submarine service (assignment of designator or commencement of submarine training)

° Submarine Pay rates can be found in Part 2, Chapter 1 DODPM.

c. Career Sea Pay: Officers and enlisted personnel serving on shipboard sea duty are eligible for career sea pay when they meet the following criteria:

(1) Enlisted members in paygrades E-4 and above, and warrant officers, regardless of previous sea duty creditable for sea pay.

(2) Officers must have at least three years of previous sea duty. In addition, an officer in pay grade 0-1 or 0-2 must have at least four years of active service as an enlisted member or as a commissioned warrant officer.

In addition to the sea pay, a $100 per month sea pay premium is authorized for all personnel who serve beyond 36 consecutive months of sea duty.

Specific provisions governing the entitlement to career sea pay are found in SECNAVINST 7220.77 and Part 1 Chapter 7 DODPM.

d. Diving Pay: Authorized for military members who are assigned diving duty. The purpose of this special pay is to encourage personnel to volunteer for diving duty. Enlisted divers are closed-loop detailed by their diving NEC (e.g., Fleet Divers, Explosive Ordnance Disposal, UDT/SEAL, and Corpsman). The rates for diving pay can be found in Part 1 Chapt 11 DODPM.

e. Proficiency Pay (Pro Pay): The purpose of Proficiency Pay is to provide additional monthly payment as a retention incentive to enlisted personnel serving in critical skills where the Selective Reenlistment Bonus (SRB) has proven an inadequate retention incentive and to provide a monetary incentive for skills requiring volunteer manning and service outside normal career progression. There are two types of Pro-Pay authorized:

Shortage Specialty - designed to retain personnel serving in critical military skills in which retention levels are insufficient to adequately man the career force.

Special Duty Assignment- designed to encourage qualified personnel to enter into duties outside their normal career fields that need to be performed by volunteers and for which there is a volunteer manning shortage.

Ratings/NEC's eligible for proficiency pay, as well as specific eligibility criteria can be found in OPNAVINST 1160.2

f. Certain Places Pay (Foreign Duty Pay): Enlisted personnel are entitled to certain places pay at specific overseas locations. Eligibility criteria include: dependents not authorized; less thatn the normal accompanied tour length; climate; and assignment to communist-controlled countries. Current monthly rates and locations can be found in Part 1, Chapter 6 DODPM.

g. Hostile Fire Pay: Officers and enlisted personnel assigned to duty in designated areas subject to hostile fire or who are subjected to hostile fire in an area not so designated are entitled to Hostile Fire Pay. Hostile fire areas are delineated in Part 1, Chapter 10 (DODPM).

h. Nuclear Officer Incentive Pays:

(1) Accession Bonus - An officer accepted for Navy nuclear power program will receive an incentive of $6000. Half to be paid upon acceptance into the program and half when the training is completed.

(2) Continuation Bonus - $28,000 ($7,000 in four annual installments) for 4 years of additional service obligation. Application for this pay must be made prior to 10 years of commimssioned service.

(3) Annual Incentive Bonus - $6000 ($3,500 for warrant officers) paid annually on 30 Sep to nuclear trained officers who have completed their initial service obligation as extended for nuclear power.

(Note: Enlisted nuclear submarine personnel are entitled to a similar bonus contract under the SRB program.)

i. Medical, Dental, and Optometry Pay: Description and rates of pay for these specialty areas are addressed in Part 1, Chapter 5 DODPM.

j. Aviation Officer Continuation Pay (AOCP): A bonus program for pilots and NFOs designed to improve retention and solve the aviator shortfall. Program was not authorized in FY-83; but restarted in FY-84. See SECNAVINST 7220.79 for details of eligibility and payment schedule.

17.7 Allowances:

1. Family Separation Allowance: Family Separation Allowance (FSA) is authorized for officers and enlisted personnel (all pay grades and lengths' of service) with dependents. Two types of FSA are authorized, Type I and Type II.

a. The purpose of FSA-I is to pay a member for added housing expenses caused by enforced separation from dependents. (It applies when two homes must be maintained, one for the dependents, and one for the member.) Specific criteria for FSA-I are located in DODPM, paragraph 30303. FSA-I is payable in a monthly amount equal to BAQ payable to a member without dependents in the same pay grade.

b. FSA-II provides compensation for added expenses incurred because of an enforced family separation due to PCS, duty aboard a ship, or TDY. Separations of more than 30 days are required for entitlement to this allowance. Specific criteria for FSA-II is located in DODPM, paragraph 30304.

c. FSA is not subject to FITW or FICA tax.

2. Variable Housing Allowance (VHA): VHA is authorized for the purpose of assisting members entitled to a basic allowance for quarters to defray housing costs, if Government quarters are not assigned or occupied jointly by the member and dependents, when:

a. the member is assigned to a permanent station located in the contiguous United States within an area where the average cost for housing exceeds the average basic allowance for quarters by more than 15% or

b. the member is assigned to a permanent station outside the contiguous United States and the member's dependents reside in an area within the United States where the average cost of housing exceeds the average basic allowance for quarters by more than 15% (in instances

of multiple dependent locations, the member will designate the primary residence of dependents for the variable housing allowance entitlement).

For the purpose of the variable housing allowance, the homeport of the ship or other fleet unit to which a member is assigned is considered the member's permanent station. A member's old permanent station is considered to be the permanent station for variable housing allowance entitlement purposes through the day prior to the day that the member reports to the new permanent station in compliance with permanent change of station orders.

VHA rates vary geographically according to an index of Military Housing Areas (MHA). Each military installation, detachment, or recruiting station is included in one of the MHA's covering CONUS (excluding Alaska and Hawaii). VHA rates can be obtained from local disbursing offices, PASS offices, or Navy Finance Offices.

3. Overseas station allowances:

a. Cost of Living Allowance (COLA) and

b. Rent Plus Housing Allowance (RPHA): are authorized for the purpose of defraying the average excess costs experienced by military personnel on permanent duty at places outside the United States or in Hawaii or Alaska. RPHA rates are tied to BAQ, while COLA is a supplement to regular pay that reflects price differences between overseas and continental U. S. goods and services.

COLA and RPHA payments are described in the Joint Travel Regulations, Volume 1, Chapter 4, available at local finance or personnel support offices. Payments vary with location, pay grade, and number of dependents.

4. Clothing Monetary Allowances: Clothing monetary allowances fall into 3 major categories:

a. Initial Clothing Allowances (Officers & Enlisted)

b. Civilian Clothing Monetary Allowance (Enlisted only)

C. Clothing Maintenance Allowance (Enlisted only)

Consult with the local command administrative or finance office for specific criteria and clothing allowance rates. DODPM and MILPERSMAN 2640260 provide amplifying information.

17.8 Travel and Transportation: Travel pay is quite complex, therefore only a brief summarization is presented in this publication. Specific criteria and rates/options of reimbursement for officially executed travel can be obtained from the local command's administrative or finance office.

Generally, the government reimburses military personnel and their dependents for Government directed travel for which no in-kind transportation is/was provided.

1. Permanent Change of Station (PCS) Travel:

The most common elements of travel/transportation which affect the majority of military members are:

a. Monetary Allowance in Lieu of Transportation (MALT) - On 1 July 1981, MALT was set at 13¢ per mile (plus a flat rate per diem increase to $50). Refer to the Joint Travel Regulations (JTR), Volume 1, Chapter 4, Part D for specific information.

b. Per Diem - Per Diem is an amount of money which reimburses personnel for quarters (lodging), meals, and other authorized incidentals while performing travel in compliance with orders. In the contigiuous United States, a member

may draw per diem on a basis of $50 per day or be reimbursed up to $75 per day in high cost areas based on actual expenses. Overseas per diem rates vary according to local economic conditions., See JTR, Volume 1, Appendix A and E. JTR, Volume 1, Appendix L, lists the maximum actual expense reimbursement levels.

c. Dependent Travel - Members in paygrade E-4 with over 2 years of service and senior are normally entitled to transportation of dependents at government expense upon a permanent change of station (PCS) or between two points otherwise authorized. (JTR M7000). Specific information can be found in the following references:

(1) Transportation requests - JTR, Volume 1, Chapter 2, and M7002

(2) Reimbursement for actual cost of transportation - JTR, M7002-2

(3) A monetary allowance in lieu of transportation - JTR M7003

Members in paygrade E-4 with 2 years of service or less and more junior personnel are only entitled to dependent travel in connection with moves to, from, or between permanent stations outside the contiguous United States.

d. Dislocation Allowance - The purpose of dislocation allowance (DLA) is to partially reimburse a military member with or without dependents for the expense incurred in relocating his/her household upon a permanent change of station. The amount payable is equal to one month's BAQ for the member's paygrade and dependency status. Members in paygrade E-4 with 2 years service and above, with dependents, are entitled to receive DLA at the with dependents rate, regardless of the availability of government quarters. All bachelor personnel are entitled to receive DLA at the single rate, when transferred to a permanent station where government quarters are not assigned. Married members in pay grade E-4 with less than 2 years service and below are entitled to the single rate DLA when transferred to a permanent station in the contigious United States where single government quarters are not assigned.

e. Transportation of Household Goods - Entitlement of transportation of household goods or personal effects is authorized when complying with PCS orders. Transportation of a reduced weight allowance is allowed under temporary duty orders when authorized by the order issuing authority or the member's commanding officer. Authorized weight allowances are contained in the Joint Travel Regulations, Volume 1, Chapter 8 (JTR M8003).

f. Trailer Allowance - Those members authorized transportation of dependents who own a trailer and are executing a PCS move are entitled to a trailer allowance. The trailer must have been acquired prior to effective date of the orders, the member must intend to use the trailer in the new location as his/her residence, and the member must elect the trailer allowance in lieu of the transportation of household goods and must put the body and chassis in fit condition to withstand the strain of travel. The amount payable is limited to the actual expenses associated with the transportation of the trailer and cannot be greater than the cost to move the member's authorized household goods weight allowance. Specific information is located in JTR, Volume 1, Chapter 10.

g. Temporary Lodging Allowance (TLA): TLA is authorized for the purpose of partially reimbursing a member for the more than normal expenses incurred at hotels or hotel-like accommodations and public restaurants while awaiting permanent housing overseas, while awaiting transportation from an overseas station after vacating permanent quarters, or when it becomes necessary to vacate permanent quarters overseas and the member must utilize hotel or hotel-like accommodations while seeking new permanent quarters. The daily amount of TLA is a graduated percentage depending on the number of dependents and the travel per diem allowances in effect for the area in question. Travel per diem allowances are listed by locality in JTR, Volume 1, Appendix A. Specific information is located in JTR, paragraph M4303.

h. Temporary Lodging Expense (TLE): - TLE is an authorized allowance similar to the TLA described in paragraph g. above and would apply to PCS moves within the continuous United States. The program is not effective as yet due to lack of funding.

## 17.9 References

1. DODPM
2. JTR
3. SECNAVINST 7220.77 Career Sea Pay
4. OPNAVSINT 1160.2 Pro Pay
5. SECNAVINST 7220.80 Sub Duty Incentive Pay

## CHAPTER 18 - CAREER REENLISTMENT OBJECTIVES (CREO)

18.1 CREO BACKGROUND

CREO was established as a framework for enlisted career force management and to provide guidelines for the operation of current and future Navy programs designed to achieve those objectives. Accordingly, decisions made on applications requesting an incentive program (e.g. STAR, GUARD III, SCORE, etc.) are influenced by the CREO Group/Categories of the member's current rating. When counseling members on changing their rating/assignments as reenlistment incentives or school guarantees, etc., remember the chances of approval will, to an extent, depend on CREO.

18.2 CREO GROUPS - Five groups are established within the CREO System. GroupsA through E reflect specified conditions of career manning within individual ratings, ranging from extremely short manning to excessive overmanning.

1. Group A - Career manning in the rating is less than 80 percent; extreme shortage of career strength relative to career requirements.

2. Group B - Career manning in the rating is between 80 and 89 percent; shortage of career strength relative to career requirements.

3. Group C - Career manning in the rating is approximately correct (90-100 percent), management is designed to stabilize at present levels.

4. Group D - Career manning in the rating is between 101 and 110 percent. CNMPC approval is required in selected ratings for all first-term reenlistments or extensions to initial enlistment including extensions on active duty for Naval Reservists. NMPC approval for continuation on active duty beyond 21 years may be required on a case basis.

5. Group E - Career manning in the rating is in excess of 110 percent; rating is under direct control of NMPC. Approval is required for all first term reenlistments or extensions to enlistment including extensions on active duty for naval reservists. Subsequent reenlistment requires close review and final approval by Commanding Officer. NMPC approval for continuation on active duty beyond 21 years may be required on a case basis.

18.3 CREO CATEGORIES - Five categories are established within the CREO System. Categories A through E reflect specific conditions of rate manning within individual ratings, ranging from extremely short to excessively overmanned. The categories for each paygrade in a rating are determined by the same percentages listed for the CREO Groups in paragraph 3.2 above.

18.4 SHORTAGE SKILLS - Critically undermanned skills considered to be in CREO Group/Category A, without regard for the manning of the associated ratings.

18.5 CONVERSION. Members in CREO Group D and E ratings and some overmanned CREO Group C ratings will normally be encouraged to convert under the SCORE program or Lateral Conversion to critically undermanned skills (CREO Group A or B). Some assistance can be obtained by looking at the CREO Categories, if a rating at one rate is CREO Category B but the rating is listed in CREO Group C the request will normally be disapproved. However, for rates listed in CREO Categories C, D or E (when the overall rating is listed in CREO Group C) the chances for an approval will be increased.

18.6 REFERENCES: OPNAVINST 1160.4 Series (CREO)
MILPERSMAN 2230180 Change of Rate
MILPERSMAN 1060010 Score Program
OPNAVINST 1160.5 Reenlistment Quality Control



Reverse Blank

## CHAPTER 19 Rating Entry For General Apprentices (REGA)

### 19.1 REGA BACKGROUND

REGA is Navy's program to guide the general apprentice (GENDET) population into ratings where junior level vacancies exists, and limit entry into sufficiently manned skills. Rating input is accomplished through On-the-Job-Training (OJT), which is practical training in the working environment. Successful completion of OJT gives a GENDET (SN/AN/FN), without benefit of "A" school, sufficient knowledge of a rating to be (1) recommended for, designation by professional development board (Open ratings only) or, (2) advanced to PO3 via advancement examination (Open or Controlled ratings).

1. Open Rating - Ratining is open for E1-E3 Striker designation.

2. Controlled Rating - Rating entry via OJT at the E1-E3 level requires NMPC approval prior to participation in the E-4 Navy-wide examination. Final examine multiple must be high enough to qualify the individual for advancement E-4. No designated striker will result from the exam. Personnel whose scores are not high enough for advancement will remain a general apprentice.

3. Closed Rating - Rating entry is not available to E-1 to E-3 personnel via OJT. "A" school output is sufficient in number to meet all rating personnel requirements.

4. "A" School Required Rating - Candidates must complete "A" school to acquire an adequate level of professional expertise to function in these ratings.

NOTE: Chapter 4 and 5 of this manual will explain the use of CREO and REGA in each program and outline how you can assist a member making a decision utilizing CREO and REGA as a guide.

19.2 References: OPNAVINST 1430.5 series (REGA)

## CHAPTER 20 - EVALUATING THE PROGRAM

### 20.1 Evaluation

__ ___ 1. Have command satisfiers/dissatisfiers been identified?

__ ___ 2. Have the goals for first term reenlistments been met?

___ ___ 3. Have the goals for second term reenlistments been met?

___ ___ 4. Have the goals for subsequent term reenlistments been met?

__ ___ 5. Does the command have a recent, adequate retention instruction?

__ ___ 6. Does the command effectively use all available media sources?

__ ___ 7. Has the required paper work for reenlistments been handled properly

__ ___ 8. Has all other necessary paperwork been handled properly? (i.e., letters of appreciation, reenlistment certificates, congratulatory POD notes, etc.)

__ ___ 9. Is the Career Counselor's office in an available/visable space?

___ __ 10. Is the Career Counselor's office well organized?

___ __ 11. Have outlines been made for planning an interview?

___ __ 12. Is there command support on scheduling interviews during working hours?

__ ___ 13. Are interviews conducted utilizing proper counseling methods and techniques?

__ ___ 14. Is there an effective tickler system?

__ __ 15. Are interview records maintained on all personnel?

__ ___ 16. Are interviews conducted in the proper time frames?

__ ___ 17. Are the CPO/LPO assisting personnel with PAR?

__ __ 18. Is the retention team being informed of eligibles for advancement?

__ __ 19. Are members being authorized to attend appropriate/required services schools for advancement?

__ __ 20. Is the command sponsoring advancement ceremonies?

__ __ 21. Are other than normal benefits for advancement being authorized?

__ __ 22. Is the Professional Development Board placing individuals in fields of proper path for advancement?

__ __ 23. Are flexible hours authorized for members desiring to attend outside educational programs?

__ __ 24. Are individuals being referred to Navy Campus Advisors for detailed information on available programs?

__ __ 25. Are members being informed of the Veterans educational assistance program (VEAP)?

__ __ 26. Are command developed retention/incentive programs being implemented?

__ __ 27. Is recognition being given to members in the less desirable temporary assignments?

__ __ 28. Are explanations being given to members who are required to perform those less desirable temporary assignments?

__ __ 29. Are they given starting and projected completion dates?

__ __ 30. Are dates established being adhered to?

__ __ 31. Are programs sponsored by the command open to individual/family/dependent participation?

__ __ 32. Are dependent organizations (Wives Clubs) provided with ideas to better serve the members and other dependents?

__ __ 33. Are dependent organizations given periodic seminars/interviews?

__ __ 34. Are dependent organizations provided questionnaires to deterimine their desires/interests as to their spouse's Naval career?

__ __ 35. Are programs for dependents implemented according to their desires?

__ __ 36. Are retention trips to NMPC authorized by the command?

__ __ 37. Was progress made during the visit to NMPC? (i.e., detailing assignments,program information gathered, assistance from detailers and other concerned offices, etc)

__ __ 38. Is the Personnel Office staff providing the retention team with a list of reenlistment ineligibles?

__ __ 39. Are steps being taken to assist reenlistment ineligibles?

__ __ 40. Are personnel with problems being referred to the appropriate assistance office?

__ __ 41. Have potential reenlistees been meeting physical requirements for reenlistment?

__ __ 42. Does the command support reenlistment ceremonies?

__ __ 43. Are special incentives offered by the command as reenlistment benefits?

__ __ 44. Do the departmental/divisional career counselors receive a list of personnel in their department/division approaching EAOS/PRD?

__ __ 45. Have update seminars been provided to the retention team?

__ __ 46. Does the Career Counselor's office have updated reference materials available?

__ __ 47. Is liaison maintained with the wives clubs and ombudsman?

__ __ 48. Are retention team members involved in GMT training sessions?

__ __ 49. Is the Career Counselor involved in "I" Division presentation for newly reported personnel?

__ __ 50. Does the Personnel Office process a members request for reenlistment expeditiously?

__ __ 51. When a request for incentive programs is submitted to NMPC is there a tickler system designed to make inquiries after 30 days?

__ __ 52. Do newly reporting members have a prompt interview with the CO, XO and Department Head?

__ __ 53. Are all members and the command retention team personnel familiar with CREO and REGA?

___ ___ 54. Does the Personnel Office provide the command career counselor with transmittal sheets, newsgrams, appropriate message traffic and notification of receipt of transfer orders?

20.2. FY Eligibility compared to actual results.

| Eligible | Actual | | |
|---|---|---|---|
| ___ | ___ | 1. | How many first termers were eligible and did reenlist? |
| ___ | ___ | 2. | How many second termers were eligible and did reenlist? |
| ___ | ___ | 3. | How many third termers and above were eligible and did reenlist? |
| ___ | ___ | 4. | How many people were retained beyond twenty years? |
| ___ | ___ | 5. | How many individuals were eligible for advancement examination? |
| ___ | ___ | 6. | How many individuals participated in the advancement examination? |
| ___ | ___ | 7. | How many individuals passed the advancement examination? |
| ___ | ___ | 8. | How many "A" school eligible personnel were authorized orders to the school? |
| ___ | ___ | 9. | How many "C" school eligible personnel were authorized orders to the school? |
| ___ | ___ | 10. | How many strikers were designated by the CO when they became eligible? |

Are you satisfied with the above results? If not let's work together to improve the system.

20.3. Command Questionnaire

Name: Rate: SSAN:

| YES | NO | | |
|---|---|---|---|
| ___ | ___ | 1. | Have you been contacted by the command career counselor? |
| ___ | ___ | 2. | Did the career counselor help formulate a career pattern/ goals for you? |
| ___ | ___ | 3. | Have you been assisted in preparing for advancement? |
| ___ | ___ | 4. | Did you desire to participate in the Veterans educational assistance program (VEAP) |
| ___ | ___ | 5. | Do you know who your department/divisional career counselors are? |
| ___ | ___ | 6. | Have you been assisted in filling out a Duty Preference Form (NAVPERS 1306/63)? |
| ___ | ___ | 7. | Are you interested in an officer procurement program? |
| ___ | ___ | 8. | Are you interested in continuing your education? |
| ___ | ___ | 9. | Does your spouse/dependents know about the benefits available to you and your family? |

____ ____ 10. Would you like more information on medical benefits available to you and your family?

____ ____ 11. Have you completed the PAR requirements for advancement?

____ ____ 12. Are you sure you understand SBP?

____ ____ 13. Comments/suggestions:

Before and/or after seminars/interviews this questionnaire can be utilized to measure the effectiveness of the program and the personal interest of each member of the command.

20.4. Questionnaire for Spouses

YES NO

___ ___ 1. Have you attended a seminar or interview conducted by a career counselor within the past year?

___ ___ 2. Did you receive a Welcome Aboard Packet containing information about this duty station prior to your arrival here?

___ ___ 3. Have you been personally contacted(by phone, letter or personal visit) by the command's Family Ombudsperson?

___ ___ 4. Was your family assigned a sponsor to assist you in relocating to this duty station? If yes, how did your sponsor assist you?

___ ___ 5. Have you attended a Navy Wives Information School since your arrival at this duty station? If not, are you aware of the existence of such a school?

___ ___ 6. Have you and your spouse been introduced to your Commanding Officer and Command Master Chief?

___ ___ 7. Have you been or are you now a member of the Navy Wives Club of America or a Unit Wives Club?

___ ___ 8. Have you received a copy of Sea Legs: A Handbook for the Navy Family, NAVPERS 15309A?

Please check which of the following services and benefits that you are familiar with or have utilized within the last two years:

___ American Red Cross

___ Chaplain and Religious Services

___ Navy Child Care Centers

____ Commissary and Exchange

___ Counseling and Assistance Center

___ Family Ombudsman

___ Home Security and Fire Safety Prevention Programs

____ Housing Referral

____ Identification Cards

____ Wives Clubs

___ Legal Assistance

___ Command Master, Senior or Chief Petty Officer's assistance

___ Navy Relief Assistance (Thrift Shop Visiting Nurse, Financial Assistance, Educational Loans, etc.)

___ Navy Sponsor Program

___ Navy Wifeline Association

___ Navy Wives Information School

___ Personal (Family) Services Centers

___ Special Services (recreation)

_____Other:_____

APPENDIX A REFERENCE LISTING

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| "A" SCHOOLS | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| | BUMEDINST | 1510.31 | |
| ABBREVIATIONS | BUPERSINST | 2340.1 | |
| ABSENTEE, BALLOTS | MILPERSMAN | 6210220 | |
| ABSENTEES | MILPERSMAN | 3430100 | |
| | MILPERSMAN | 3430200 | |
| | MILPERSMAN | 3430150 | |
| ACADEMY, NAVAL | NAVPERS | 15878 | 0500-LP-320-0202 |
| | OPNAVINST | 1531.3 | |
| | OPNAVINST | 1531.4 | |
| | OPNAVINST | 1531.5 | |
| | MILPERSMAN | 1020220 | |
| ACCELERATED ADVANCEMENT | MILPERSMAN | 2230150 | |
| ACCEPTANCE OF GIFTS | SECNAVINST | 4001.2 | |
| | SECNAVINST | 5370.2 | |
| ACCIDENTS | MILPERSMAN | 4210100 | |
| | OPNAVINST | 3750.6 | |
| | OPNAVINST | 5100.8 | |
| | OPNAVINST | 5100.12 | |
| ACTIVE DUTY AGREEMENTS | MILPERSMAN | 1050200 | |
| ACTIVE DUTY, CONTINUATION ON | MILPERSMAN | 1040300 | |
| | MILPERSMAN | 1050150 | |
| ACTIVE DUTY SERVICE DATE | MILPERSMAN | 3840200 | |
| | MILPERSMAN | 5030460 | |
| ADVANCE PAY | MILPERSMAN | 2650100 | |
| | MILPERSMAN | 2650120 | |
| ADVANCED ELECTRONICS FIELD (AEF) PROGRAM | CRUITMAN | Chap. 6 | (Stock by CRUITCOM) |
| | MILPERSMAN | 1050300 | |
| | MILPERSMAN | 2230150 | |
| ADVANCED TECHNICAL FIELD (ATF) PROGRAM | CRUITMAN | Chap. 26 | (Stock by CRUITCOM) |
| ADVANCEMENT, BIBLIOGRAPHY FOR | NAVEDTRA | 10052AB | 0502-LP-050-2680 |
| ADVANCEMENT IN RATE | NAVPERS | 15878 | 0500-LP-320-0202 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | BUPERSINST | 1430.16 | |
| General | MILPERSMAN | 2230100 | |
| INACTIVE | BUPERSINST | 1430.16 | |
| Recommendations for | MILPERSMAN | 3410150 | |
| Advancement after reduction in rate | MILPERSMAN | 2230200 | |
| AFFAIRS, YOUR PERSONAL | NAVEDTRA | 46600A | 0503-LP-003-0010 |
| AFFAIRS, YOUR PERSONAL - CHECK LIST OF | NAVEDTRA | 46001A | 0503-LP-000-0060 |
| AFFAIRS, YOUR PERSONAL - PAMPHLET | | | 0503-LP-900-8100 |
| AGE LIMITATIONS | MILPERSMAN | 1020100 | |
| | MILPERSMAN | 1030350 | |
| AIR CHARTER PROGRAM (Dependents) | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| AIRCREWMAN PROGRAM | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| AIR FORCE APPOINTMENTS | MILPERSMAN | 3840320 | |
| | MILPERSMAN | 3850220 | |
| | MILPERSMAN | 6620120 | |
| AIR TRANSPORTATION | BUPERSINST | 4650.14 | |
| ALCOHOL ABUSE AND ALCOHOLISM AMONG MILITARY AND CIVILIAN PERSONNEL OF THE DEPARTMENT OF THE NAVY | SECNAVINST | 5300.20 | |
| ALCOHOLISM | MILPERSMAN | 3420180 | |
| ALIENS | | | |
| Marriage | MILPERSMAN | 6210160 | |
| Naturalization | MILPERSMAN | 6210180 | |
| ALLOTMENTS | | | |
| Guidelines | MILPERSMAN | 6210120 | |
| Designation of recipients | MILPERSMAN | 5030240 | |
| Modification of | MILPERSMAN | 4210260 | |
| ALLOWANCE, DISLOCATION | TRANSMAN | Chap. 17 | 0500-LP-351-0100 |
| | MILPERSMAN | 2640250 | |
| | JTR, Vol I | Chap. 9 | 0516-LP-255-0265 |
| ALLOWANCE, FAMILY SEPARATION | DODPM | Part 3 | 0516-LP-600-1094 |
| ALLOWANCE & PAY (GENERAL) | MILPERSMAN | 2610150 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | DODPM | Parts 1,2,3 | 0516-LP-600-1094 |
| | SECNAVINST | 7220 | |
| ANNUAL PHYSICAL (Officer) | MILPERSMAN | 1860160 | |
| ANTARCTIC EXPEDITION | MILPERSMAN | 4210260 | |
| | DODPM | Part 6 | 0516-LP-600-1094 |
| ARMED FORCES FEDERAL INCOME TAX | NAVSO | P-1983 | 008-044-04028-7 |
| ARMED FORCES LIFE INSURANCE COUNSELOR'S GUIDE | NAVEDTRA | 46003A | 0503-LP-003-0160 |
| ARMED FORCES POLICE DETACHMENTS | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| ARMED FORCES VOCATIONAL APTITUDE BATTERY | BUPERSNOTE | 1300 | |
| ASSIGNMENT OF PERSONNEL WITH DEPENDENTS REQUIRING ACCESS TO SPECIALIZED MEDICAL OR EDUCATION FACILITIES | OPNAVINST | 1300.9 | |
| ASSIGNMENT SYSTEM | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| ATTACHE DUTY | TRANSMAN | 4A, 9.18 | 0500-LP-351-0100 |
| AUTOMATIC ADVANCEMENT | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| | MILPERSMAN | 1060010 | |
| | MILPERSMAN | 1060020 | |
| AUTOMOBILES | | | |
| Insurance | MILPERSMAN | 6230160 | |
| Registration and marking | OPNAVINST | 5560.10 | |
| Travel under orders | MILPERSMAN | 6230160 | |
| AVIATION OFFICER CANDIDATE (AOC) PROGRAM | MILPERSMAN | 6610360 | |
| | BUPERSINST | 1120.35 | |
| AWARDS | MILPERSMAN | 3410200 | |
| | SECNAVINST | 1650.1 | |
| | BUPERSNOTE | 1650 | |
| | SECNAVINST | 1650.34 | |
| | MILPERSMAN | 3410200 | |
| | OPNAVNOTE | 1650 | |
| | OPNAVINST | 1160.1 | |
| BAD DEBT POLICY | MILPERSMAN | 6210140 | |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| BALLOTS (Absentee) | MILPERSMAN | 6210220 | |
| BAQ (Basic Allowance for Quarters) | MILPERSMAN | 2650130 | |
| | MILPERSMAN | 2640200 | |
| | PAYPERSMAN | Part 3 | 0516-LP-600-1094 |
| | MILPERSMAN | 2650160 | |
| BAS (Basic Allowance for Subsistence) | PAYPERSMAN | Part 3 | 0516-LP-600-1094 |
| BENEFICIARIES | MILPERSMAN | 6230120 | |
| | MILPERSMAN | 5030240 | |
| BEQ MANAGEMENT | OPNAVINST | 11101.3 | |
| BIBLIOGRAPHY FOR ADVANCEMENT | NAVEDTRA | 1005.2 AB | 0502-LP-050-2680 |
| BIOGRAPHIES (Officer) | MILPERSMAN | 5020140 | |
| BLOOD BANKS | MILPERSMAN | 6530.12 | |
| BLOOD PROGRAM | OPNAVINST | 6530.2 | |
| BLUE ANGELS | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| BLUE JACKETS MANUAL | (AVAILABLE U.S. | NAVAL INTITUTE) | |
| BOARD FOR CORRECTION OF NAVAL RECORDS | MILPERSMAN | 5040200 | |
| BONUS (Reenlistment & Enlistment) | DODPM | Part 1 | 0516-LP-600-1094 |
| | BUPERSINST | 1130.23 | |
| | MILPERSMAN | 1060040 | |
| | OPNAVINST | 1160.3A | |
| | CRUITMAN (ENL) | Chap 6 | |
| | NAVCOMPTNOTE | 7220 | |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| BOOKS, CRUISE | OPNAVINST | 5070.1 | |
| BOOST (Broadened Opportunity for Officer Selection and Training | MILPERSMAN | 1020360 | |
| | NAVPERS<br>CNETINST<br>CRUITMAN (ENL) | 15878<br>1530.6<br>Chap. 6 | 0500-LP-320-0202 |
| BRIGS | MILPERSMAN | 3440100 | |
| | OPNAVINST | 1640.6 | |
| Visiting of confined personnel by the CNO | OPNAVINST | 1640.4 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Department of Navy Corrections Manual | SECNAVINST | 1640.9 | |
| BROKEN SERVICE | MILPERSMAN | 1040300 | |
| | MILPERSMAN | 1020330 | |
| BUDS (Basic Underwater Demolition/ Seal Training | MILPERSMAN<br>MILPERSMAN | 1420160<br>1410380 | |
| BUPERSMAN (See MILPERSMAN) | | | |
| "C" SCHOOLS | NAVEDTRA | 10500 | 0502-LP-052-5033 |
| | MILPERSMAN | 1060020 | |
| CACHE PROGRAM | CRUITMAN | Chap. 12 | (STOCKED BY CRUITCOM) |
| CAMPAIGN CONTRIBUTIONS | MILPERSMAN | 6210204 | |
| CANDIDACY FOR PUBLIC OFFICE | MILPERSMAN | 6210240 | |
| CANTRAC CATALOG OF NAVY TRAINING NEDTRA COURSES, KEYWOOD INDEX, VOL 2, 3 | NAVEDTRA | 10500 | 0502-LP-052-5265 |
| CANTRAC CATALOG OF NAVY TRAINING NEDTRA COURSES, VOL 1, INTRODUCTORY GENERAL INFORMATION AND QUOTA CONTROL NOTES | NAVEDTRA | 10500 | 0502-LP-052-5033 |
| CANVASSER RECRUITER PROGRAM | BUPERSINST | 1001.1 | |
| | BUPERSINST<br>TRANSMAN | 1130.22<br>11 | |
| CAREER COUNSELING PROGRAM | NAVPERS<br>OPNAVINST | 15878<br>1040.6 | 0500-LP-320-0202 |
| Assignment | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| CAREER PLANNING GUIDE, SUPPLY ENLISTED RATINGS | NSUP | 530 | 0530-LP-530-0000 |
| CAREER PLANNING (Officer) | NAVPERS | 15197 | 0500-LP-272-9000 |
| CAREER REENLISTMENT OBJECTIVES (CREO) | OPNAVINST | 1160.4 | |
| CAREER SCHOOLS LISTING (CSL) | MILPERSMAN | 1060020 | |
| CASUALTY ASSISTANCE CALLS PROGRAM | MILPERSMAN | 4210160 | |
| CENSORSHIP | OPNAVINST | 5530.6 | |
| CEREMONIES | | | |
| Commendation | MILPERSMAN | 3420100 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Fleet/Reserve/Retirement | MILPERSMAN | 3810200 | |
| Separation | MILPERSMAN | 3810240 | |
| CHAMPUS (Civilian Health & Medical Program for Uniformed Services) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVEDTRA | 46607 | 0503-LP-003-0350 |
| | BUMEDINST | 6320.31 | |
| | BUMEDINST | 6320.32 | |
| | BUMEDINST | 6320.6 | |
| | SECNAVINST | 6320.8 | |
| | SECNAVINST | 6320.18 | |
| CHANGE OF RATE OR RATING | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1430.16 | |
| | MILPERSMAN | 2230180 | |
| | MILPERMAN | 1060010 | |
| | BUPERSINST | 1410.4 | |
| | BUPERSNOTE | 1418 | |
| | BUPERSNOTE | 1430 | |
| | BUPERSNOTE | 1440 | |
| CHANGE OF STATION (PERMANENT), PCS ORDERS | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| | TRANSMAN | Chap. 23 | |
| CHAPLAIN CORPS PROGRAM | BUPERSINST | 1120.35 | |
| CHECK IN/OUT PROCEDURES | MILPERSMAN | 1810560 | |
| CHECKLIST OF YOUR PERSONAL AFFAIRS, LIST OF | NAVEDTRA | 46001A | 0503-LP-000-0060 |
| CHOICE OF DUTY REQUESTS | TRANSMAN | Chap. 2 | 0500-LP-351-0100 |
| CITIZENSHIP | | | |
| Requirements for Initial appointment into Regular Navy or Naval Reserve | MILPERSMAN | 1020100 | |
| Verification of date on Foreign Nationals | MILPERSMAN | 1040300 | |
| CIVILIAN EMPLOYMENT | MILPERSMAN | 3420500 | |
| | MILPERSMAN | 6220140 | |
| | MILPERSMAN | 6220180 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| CLAIMS | MILPERSMAN | 3810220 | |
| | MILPERSMAN | 2660150 | |
| | MILPERSMAN | 2660150 | |
| | JTR, VOL I | Chap. 8 | 0516-LP-255-0209 |
| | DODPM | Part 4 | 0516-LP-600-1094 |
| | JAGMAN | XX | (STOCKED BY NLSO) |
| CLASSIFICATION | NAVPERS | 18068 | 0500-LP-453-0076 |
| | BUPERSNOTE | 1221 | |
| Enlisted Classification Testing | MILPERSMAN | 1440220 | |
| Retesting with basic test battery | MILPERSMAN | 1440260 | |
| Armed Services Vocational Battery | MILPERSMAN | 1440220 | |
| | MILPERSMAN | 1440220 | |
| CLEMENCY | SECNAVINST | 5815.3 | |
| | MILPERSMAN | 3850190 | |
| CLOTHING (Monetary) ALLOWANCE | DODPM | Part 3 | 0516-LP-600-1094 |
| | MILPERSMAN | 2640260 | |
| COAST GUARD | MILPERSMAN | 3850220 | |
| Appointments | MILPERSMAN | 3840320 | |
| COLLEGE | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CNETINST | 1560.3 | |
| | MILPERSMAN | 3830100 | |
| GI BILL | CNETINST | 1560.3 | |
| | VA | IS-1 | 0503-LP-900-0945 |
| PACE | CNETINST | 1650.3 | |
| NC Degree Program | CNETINST | 1560.3 | |
| DANTES | CNETINST | 1560.3 | |
| Tuition Assistance | CNETINST | 1560.3 | |
| Scholarship Program | SECNAVINST | 1500.4 | |
| | OPNAVINST | 1533.4 | |
| COLLEGE DEGREE PROGRAM (Officer) | CNETINST | 1520.4 | |
| COMMUTED RATIONS (COMRATS) | MILPERSMAN | 2640110 | |
| COMPANY COMMANDER, RECRUIT | TRANSMAN | Chap. 10 | 0500-LP-351-0100 |
| CONGRESSIONAL CORRESPONENCE | MILPERSMAN | 5410120 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| CONSCIENTIOUS OBJECTORS | MILPERSMAN | 1860120 | |
| | BUPERSINST | 1300.38 | |
| CONSTRUCTIVE SERVICES | MILPERSMAN | 2630100 | |
| CONSUMER AFFAIRS | OPNAVINST | 1740.2 | |
| CONTINUATION ON ACTIVE DUTY | MILPERSMAN | 1040300 | |
| | OPNAVINST | 1160.5 | |
| CONTRIBUTORY EDUCATIONAL ASSISTANCE PROGRAM, STATEMENT OF UNDERSTANDING | DD FORM 2057 | | |
| CORRECTION OF NAVAL RECORDS, BOARD FOR | MILPERSMAN | 5040200 | |
| CORRECTIONAL CENTER STAFF | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| CORRECTIVE CENTERS | MILPERSMAN | 1850100 | |
| | MILPERSMAN | 3340100 | |
| CORRECTIONS MANUAL | SECNAVINST | 1640.9 | |
| CORRESPONDENCE COURSES | NAVEDTRA | 10061-AJ | 0502-LP-050-3070 |
| COUNCIL OF PERSONNEL BOARDS | SECNAVINST | 5320.135 | |
| COUNSELOR'S GUIDE FOR ARMED FORCES LIFE INSURANCE | NAVEDTRA | 46603 | 0503-LP-003-0160 |
| CREDIT - MASTER OR SERVANT | NAVEDTRA | 46902 | 0503-LP-004-5110 |
| CREDIT RATING | MILPERSMAN | 6210140 | |
| | NAVEDTRA | 46902A | 0503-LP-004-5110 |
| CREDIT UNIONS | SECNAVINST | 5381.3 | |
| CREO (Career Reenlistment Objectives) | OPNAVINST | 1160.4 | |
| CROSSROADS FOR THE MAN IN UNIFORM | NAVEDTRA | 15240 | 0502-LP-076-2000 |
| CRUISE BOOKS | OPNAVINST | 5070.1 | |
| CUSTOMER SERVICE | NAVEDTRA | 10119A | 0502-LP-050-5960 |
| CUSTOMS | MILPERSMAN | 6210300 | |
| CWO MANUAL | NAVPERS | 18455B | 0500-LP-500-1010 |
| DANTES | CNETINST | 1560.3 | |
| DATA CARDS (Officer) | MILPERSMAN | 1820140 | |
| | MILPERSMAN | 5020220 | |
| DEATH GRATUITY | MILPERSMAN | 5030240 | |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| | DODPM | Part 4 | 0516-LP-600-1094 |
| DECEDENT AFFAIRS | MILPERSMAN | 4210240 | |
| | BUMEDINST | 5360.1 | |
| DEEP FREEZE, ANTARCTIC EXPEDITION | TRANSMAN | Chap. 9 | 0500-LP-600-1094 |
| | MILPERSMAN | 1410380 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |
| DEFINITIONS, Military | JCS | PUB-1 | |
| DEMOLITION DUTY | MILPERSMAN | 2620150 | |
| | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| DEMONSTRATIONS, participation in | MILPERSMAN | 3420420 | |
| | MILPERSMAN | 6210240 | |
| DENTAL SCHOLARSHIP | BUPERSINST | 1520.105 | |
| DENTAL TECHNICIAN "A" SCHOOL | BUMEDINST | 1510.6 | |
| DEPENDENCY & INDEMNITY COMPENSATION (DIC) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | VA | IS-1 | 0503-LP-900-0945 |
| DEPENDENCY STATUS FOR WOMEN | | | |
| Separation Requests | MILPERSMAN | 3810170 | |
| DEPENDENTS | | | |
| Cruises | OPNAVINST | 5720.2 | |
| ID Cards | BUPERSINST | 1750.5 | |
| Scholarship/Schooling | MILPERSMAN | 62101110 | |
| | NAVPERS | 15003I | (Stocked by NMPC-641C) |
| Services provided | MILPERSMAN | 6210100 | |
| | MILPERSMAN | 3450150 | |
| | MILPERSMAN | 1810580 | |
| | OPNAVINST | 1740.1 | |
| | OPNAVINST | 1740.3 | |
| | OPNAVINST | 1750.1 | |
| Travel | BUPERSINST | 1300.2 | |
| | BUPERSINST | 4650.14 | |
| | BUPERSINST | 4632.4 | |
| | TRANSMAN | 4, 7, 15 | 0500-LP-351-0100 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Survivor's Benefits | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1750.1 | |
| | VA | IS-1 | 0503-LP-900-0945 |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| DESERTERS | MILPERSMAN | 3430100 | |
| | MILPERSMAN | 3430250 | |
| DETERMINATION OF ELIGIBILITY AND AVAILABLE LOAN GUARANTY ENTITLEMENT, REQUEST FOR | VA | 26-1880 | 0577-LP-008-1100 |
| DICTIONARY OF OCCUPATIONAL TITLES VO 1, 4th EDITION | | | 0506-LP-036-1001 |
| DIRECT PROCUREMENT ENLISTMENT PROGRAM (DPEP) | | | |
| | CRUITMAN | Chap. 9 | (Stocked by CRUITCOM) |
| DISABILITY | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891E | 0500-LP-345-1021 |
| | NAVEDTRA | 46601B | 0503-LP-003-0070 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | SECNAVINST | 1770.3 | |
| Separation by reason of | MILPERSMAN | 3850280 | |
| Findings & actions based on PEB proceedings | MILPERSMAN | 3860360 | |
| Requirement to explain right to file claim for disability benefit | MILPERSMAN | 3810220 | |
| Life insurance claim | SECNAVINST | 1741.12 | |
| DISABLED VETERANS APPLICATION FOR VOCATIONAL REHABILITATION | VA | 22-1900 | 0577-LP-051-0000 |
| DISCHARGES, TYPE OF | MILPERSMAN | 3840080 | |
| DISENROLLMENT AND APPLICATION FOR FUND DEPOSITED IN POST VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM, NOTICE OF | VA | 45281 | 0577-LP-054-0000 |
| DISCHARGES | MILPERSMAN | 3810120 | |
| | MILPERSMAN | 3840080 | |
| Effective date and time | MILPERSMAN | 3840100 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Performance factors governing type of | MILPERSMAN | 3410150 | |
| Fulfillment of service obligation | MILPERSMAN | 3840260 | |
| Discharge Review Board | SECNAVINST | 5420.74 | |
| DISCIPLINARY CONTROL BOARDS AND OFF-INSTALLATION MILITARY ENFORCEMENT | BUPERSINST | 1620.4 | |
| DISCRIMINATION COMPLAINTS | OPNAVINST | 5354.1A | |
| DISLOCATION ALLOWANCE | TRANSMAN | Chap. 17 | 0500-LP-351-0100 |
| | MILPERSMAN | 2640250 | |
| | JTR, VOL I | Chap. 9 | 0516-LP-255-0209 |
| DIVING PROGRAM | | | |
| Duty | MILPERSMAN | 1410380 | |
| | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| Pay | MILPERSMAN | 2620200 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |
| DIVING SEVICES | MILPERSMAN | 5810100 | |
| | OPNAVINST | 1730.1 | |
| DOD MILITARY PAY AND ALLOWANCES ENTITLEMENTS MANUAL | DODPM NSP P 6048 | | 0516-LP-600-1094 |
| DRUG ABUSE PROGRAM | SECNAVINST | 5355.1 | |
| | SECNAVINST | 5355.2 | |
| | BUPERSINST | 6710.1 | |
| | MILPERSMAN | 3420175 | |
| | CNETINST | 6710.1 | |
| DUTY | MILPERSMAN | | |
| ADDU | MILPERSMAN | 1810100 | |
| Assignment of CPO, SCPO & MCPO | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| DUINS | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| Exchange of | TRANSMAN | Chap. 16 | 0500-LP-351-0100 |
| With relative | TRANSMAN | Chap. 16 | 0500-LP-351-0100 |
| Preferences | TRANSMAN | Chap. 2 | 0500-LP-351-0100 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Overseas | TRANSMAN | Chap. 4 | 0500-LP-351-0100 |
| | BUPERSINST | 1300.26 | |
| EARLY SEPARATION | TRANSMAN | Chap. 14 | 0500-LP-351-0100 |
| | MILPERSMAN | 3840240 | |
| | MILPERSMAN | 3850220 | |
| EDUCATION ASSISTANCE FOR POST-VIETNAM VETERANS, APPLICATION | VA | 22-8821 | 0577-LP-008-5300 |
| EDUCATIONAL ASSISTANCE | VA | 22-73-3 | 0577-LP-008-5020 |
| EDUCATIONAL BENEFITS UNDER THE POST-VIETNAM ERA VETERANS SUMMARY | VA | 22-79-1 | 0577-LP-008-5150 |
| EDUCATIONAL CAREER OPPORTUNITIES FOR ENLISTED PERSONNEL | NAVPERS | 15124G | 0500-LP-272-0731 |
| EDUCATIONAL SERVICES | CNETINST | 1560.3 | |
| EFFECTS OF MEDICARE ON CHAMPUS BENEFITS | CHAMPUS | FS-5 | |
| EMERGENCY LEAVE | MILPERSMAN | 3020075 | |
| Travel Outside CONUS | MILPERSMAN | 3020320 | |
| Limitations | MILPERSMAN | 3020320 | |
| | MILPERSMAN | 3020240 | |
| Emergency Relief Society Loan Assistance | SECNAVINST | 5760.14 | |
| ENCYCLOPEDIA OF U.S. GOVERNMENT BENEFITS | (ORDER FROM W. H. WISE & CO. INC. UNION CITY, N.J.) | | |
| ENLISTED DISTRIBUTION & VERIFICATION REPORT (EVDR) | BUPERSINST | 1080.51 | |
| ENLISTED MANPOWER AND PERSONNEL CLASSIFICATION AND OCCUPATIONAL STANDARDS (Sections I and II) | NAVPERS | 18068D | 0500-LP-453-0076 |
| ENLISTED PERFORMANCE | MILPERSMAN | 3410150 | |
| ENLISTED RETENTION PROGRAM | NAVPERS | 15878 | 0500-LP-351-0100 |
| ENLISTED TRANSFER MANUAL | NAVPERS | 15909C | 0500-LP-351-0100 |
| ENLISTMENTS | COMNAVCRUITCOM-INST | 1130.8 | |
| | MILPERSMAN | 1040150 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | BUPERSINST | 1130.22 | |
| EQUAL OPPORTUNITY | SECNAVINST | 5350.6 | |
| | OPNAVINST | 1500.42 | |
| | OPNAVINST | 5354.1 | |
| EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES, GUIDE TO | NEDTRA MISC | | 0503-LP-900-5121 |
| EVALUATION SYSTEM | MILPERSMAN | 3410150 | |
| EXAMINATIONS | | | |
| Advancement in Rate | BUPERSINST | 1430.16 | |
| Classification | MILPERSMAN | 1440220 | |
| Retake ASVAB | MILPERSMAN | 1440260 | |
| EXCESS LEAVE | MILPERSMAN | 3020075 | |
| | MILPERSMAN | 2650140 | |
| | MILPERSMAN | 2650160 | |
| EXCHANGE OF DUTY | TRANSMAN | Chap. 16 | 0500-LP-351-0100 |
| EXPLOSIVE DEMOLITION DUTY | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| EXPLOSIVE ORDNANCE DISPOSAL | MILPERSMAN | 1420180 | |
| EXTENSION OF ENLISTMENT | | | |
| Adjustment for lost time | MILPERSMAN | 3840180 | |
| Execution and cancellation | MILPERSMAN | 1050150 | |
| Definition of Terms | MILPERSMAN | 1050150 | |
| Service Criteria | MILPERSMAN | 1040300 | |
| FAMILY MANUAL, NAVY LEADERS | | | 0613-LP-000-4921 |
| FAMILY PAMPHLET FOR HEALTH BENEFITS CHAMPUS AND OTHER SERVICES | NAVEDTRA | 46607 | 0503-LP-003-0350 |
| FAMILY SEPARATION ALLOWANCE | DODPM | Part 3 | 0516-LP-600-1094 |
| FAMILY SERVICE CENTERS | TRANSMAN | Chap. 23 | 0500-LP-351-0100 |
| FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS | VA IS-1 | | 0503-LP-900-0945 |
| FEDERAL INCOME TAX, ARMED FORCES | NAVSO P-1983 | | 008-044-04028-7 |
| FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA) | DODPM | Part 7 | 0516-LP-600-1094 |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| FEDERAL REGISTER | | | (Stocked by base library or JAG) |
| FELLOWSHIPS | SECNAVINST | 1500.4 | |
| FILIPINOS | | | |
| Leave | MILPERSMAN | 3020440 | |
| Separation | MILPERSMAN | 3810420 | |
| FILMS | | | |
| Absent without Incentive | MN-11391 | | |
| A Cup of Joe | MN-10510 | | |
| A Pride in Belonging | MD-6962 IS | | |
| Born of the Sea | MN-11476 | | |
| But for How long | MN-11358 | | |
| It's Your Move | MN-11250 | | |
| Ladies Wear the Blue | MN-11350 | | |
| The Chiefs | MN-11485 | | |
| You Owe it to Yourselves | MC-10719 | | |
| FINANCIAL MANAGEMENT | NAVEDTRA | 10792D | 0502-LP-0539610 |
| | MILPERSMAN | 5440318 | 0502-LP-053-9610 |
| | MILPERSMAN | 6210140 | |
| FIRST AID TRAINING | MILPERSMAN | 6610160 | |
| FITNESS, PHYSCIAL | OPNAVINST | 6110.1 | |
| | SECNAVINST | 6100.1 | |
| | SECNAVINST | 6100.2 | |
| | BUMEDINST | 6110.10 | |
| FITNESS REPORTS (Officers) | MILPERSMAN | 3410100 | |
| | MILPERSMAN | 3410145 | |
| | MILPERSMAN | 5020100 | |
| | NMPC INST | 1611. | |
| FIVE-YEAR OBLIGOR PROGRAM | MILPERSMAN | 1050300 | |
| | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| FLEET RESERVE | | | |
| Applications for transfer to | MILPERSMAN | 3855180 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Active service required | MILPERSMAN | 3855180 | |
| Delay in effecting transfer to | MILPERSMAN | 3855240 | |
| Material available to assist members | MILPERSMAN | 6220120 | |
| Preseparation ceremony | MILPERSMAN | 3810200 | |
| Retainer Pay | MILPERSMAN | 2650340 | |
| Travel or residence outside CONUS | MILPERSMAN | 3855280 | |
| FLIGHT OFFICER CANDIDATE (NFOC) PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1120.35 | |
| FLIGHT PAY | MILPERSMAN | 2620300 | |
| | DODPM | Part 2 | 0516-LP-600-1094 |
| FLIGHT TRAINING | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1120.35 | |
| | MILPERSMAN | 1820240 | |
| | MILPERSMAN | 2620300 | |
| FOA (Freedom of Information Act) | SECNAVINST | 5720.42 | |
| FOOD MANAGEMENT TEAM PROGRAM | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| FOREIGN LANGUAGE TRAINING | CNETINST | 1550.9 | |
| FOREIGN LEAVE TRAVEL | BUPERSINST | 1050.11 | |
| | MILPERSMAN | 1810280 | |
| FOREIGN SHORE DUTY | TRANSMAN | Chap. 4 | 0500-LP-351-0100 |
| | MILPERSMAN | 2620100 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |
| | BUPERSINST | 1300.26 | |
| | BUPERSINST | 1300.40 | |
| | BUPERSINST | 1300.41 | |
| FRAUDULENT ENLISTMENT | MILPERSMAN | 3420240 | |
| | MILPERSMAN | 3840100 | |
| FREEDOM OF INFORMATION | SECNAVINST | 5720.42 | |
| | BUPERSINST | 5720.7 | |
| FROCKING | MILPERSMAN | 2230130 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | BUPERSNOTE | 1430 | |
| FULL DISCLOSURE FORM | MILPERSMAN | 6210140 | |
| FUND RAISING | SECNAVINST | 5340.2 | |
| | SECNAVINST | 5340.1 | |
| FUNDS DEPOSITED IN POST VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM, NOTICE OF DISENROLLMENT & APPLICATION FOR | VA-45281 | | 0577-LP-054-0000 |
| FUNERALS AT ARLINGTON, NAVY | NP 15956B | | 0500-LP-370-0551 |
| FUNERALS, NAVY MILITARY | NP 15555 | | 0500-LP-277-8240 |
| GARNISHMENT OF PAY | MILPERSMAN | 6210120 | |
| | SECNAVNOTE | 7220 | |
| GENERAL EDUCATION DEVELOPMENT | MILPERSMAN | 5030280 | |
| GENERAL MILITARY TRAINING (GMT) | OPNAVINST | 1500.22 | |
| | NAVEDTRA | 46008A | 0503-LP-000-0410 |
| | CNETNOTE | 1560 | |
| GENEVA CONVENTION CARD | MILPERSMAN | 4620100 | |
| GET TO KNOW CHAMPUS | CHAMPUS | CP-5 | 0510-LP-500-0150 |
| GI BILL | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CNETINST | 1560.3 | |
| | VA | IS-1 | 0503-LP-900-0945 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | DOD FS-63 | | 0503-LP-900-0950 |
| GIFTS, Acceptance of | SECNAVINST | 5370.2 | |
| | SECNAVINST | 4001.2 | |
| GOOD CONDUCT | | | |
| Medal | SECNAVINST | 1650.1 | |
| Required marks for | MILPERSMAN | 3410150 | |
| GRIPES ABOUT THE NAVY | NP 15523 | | 0500-LP-277-8190 |
| GUARD (Guaranteed Assignment Retention Detailing) PROGRAM | TRANSMAN | Chap. 8 | 0500-LP-351-0100 |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| GUIDE FOR RETIRED PERSONNEL AND THEIR FAMILY | NP 15891E | | 0500-LP-345-1021 |
| GUIDE FOR VETERANS PLANNING TO BUY OR BUILD HOMES WITH A G.I. LOAN | VA 26-6 | | 0503-LP-900-0985 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| GUIDE TO DUTY/TRAVEL OPPORTUNITIES, U.S. NAVY | NP-15192B | | 0500-LP-272-8011 |
| GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES | NAVEDTRA MISC | | 0503-LP-900-5121 |
| HAZARDOUS DUTY, Incentive pay for | DODPM | Part 2 | 0516-LP-600-1094 |
| | MILPERSMAN | 2620150 | |
| HEALTH BENEFITS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | NAVEDTRA | 46607 | 0503-LP-003-0350 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | BUMEDINST | 6320.43 | |
| HEALTH CARE INSURANCE | BUPERSINST | 1760.19 | |
| | SECNAVINST | 6320.8 | |
| HISTORY CARD (Officer) | MILPERSMAN | 1820140 | |
| HM "A" SCHOOL | BUMEDINST | 1510.11 | |
| HOME | | | |
| Of Record | MILPERSMAN | 5010140 | |
| Ports | OPNAVINST | 3111.4 | |
| Ports Contact Officer | MILPERSMAN | 6210100 | |
| U.S. Naval | MILPERSMAN | 6210280 | |
| HOME AND CONDOMINIUM LOANS GUARANTEED FOR VETERANS, QUESTIONS AND ANSWERS | VA 26-4 | | 0503-LP-900-0976 |
| HOME BUYING VETERANS, GUIDE FOR VETERANS PLANNING TO BUY OR BUILD HOMES WITH A G.I. LOAN | VA 26-6 | | 0503-LP-900-0985 |
| HOMEOWNER'S ASSISTANCE PROGRAM | SECNAVINST | 11101.70 | |
| | DOD | 1304.20 | 0506-LP-130-4210 |
| HOMOSEXUALITY | MILPERSMAN | 3420220 | |
| | SECNAVINST | 1900.9 | |
| HONORABLE DISCHARGE | MILPERSMAN | 3410100 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| HOSPITALIZATION | | | |
| Orders | TRANSMAN | Chap. 19 | 0500-LP-351-0100 |
| While on Leave | MILPERSMAN | 3020380 | |
| HOUSEHOLD GOODS | JTR, VOL I | Chap. 8 | 0516-LP-255-0209 |
| | NAVSUP | 380 | 0503-LP-380-0080 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | TRANSMAN | 7, 23 Addendum | 0500-LP-351-0100 |
| HOUSING | SECNAVINST | 11101.2 | |
| HUMAN GOALS TRAINING PLAN | OPNAVINST | 1543.48 | |
| HUMANITARIAN | | | |
| Discharge | MILPERSMAN | 3850240 | |
| Duty | TRANSMAN | Chap. 18 | 0500-LP-351-0100 |
| Leave | MILPERSMAN | 3020075 | |
| HUMAN RESOURCE MANAGEMENT SUPPORT SYSTEM | OPNAVINST | 5300.6 | |
| IDEAS TO GROW ON: MAKING A HOME IN THE NAVY | OPNAV | 15-2 | 0420-LP-400-0200 |
| IDENTIFICATION | | | |
| Cards | MILPERSMAN | 4620140 | |
| | MILPERSMAN | 4620150 | |
| | BUPERSINST | 1750.5 | |
| Number | MILPERSMAN | 4610100 | |
| Tags | MILPERSMAN | 4610150 | |
| IMMUNIZATION | BUMEDINST | 6320.1 | |
| INCENTIVE PAY FOR HAZARDOUS DUTY | DODPM | Part 2 | 0516-LP-600-1094 |
| | MILPERSMAN | 2620150 | |
| INCOME TAX, ARMED FORCES FEDERAL | NAVSO | P-1983 | 0800-044-04028-7 |
| INCOME TAX LIABILITY | JAGINST | 5840.6 | |
| INCOMPETENT OR SUBSTANDARD PERFORMANCE | | | |
| Discharge | MILPERSMAN | 3850220 | |
| | MILPERSMAN | 3850300 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Disqualification for reenlistment | MILPERSMAN | 3410150 | |
| Reduction in rate | MILPERSMAN | 3420140 | |
| INDEBTEDNESS | MILPERSMAN | 6210140 | |
| | DODINST | 1344.9 | |
| | MILPERSMAN | 3420180 | |
| | MILPERSMAN | 38440280 | |
| | SECNAVINST | 7220.38B | |
| | TRANSMAN | 4, 9 | 0500-LP-351-0100 |
| "INFO" NAVY WIVES BOOKLET | NP 15189B | | 0500-LP-272-7052 |
| INFORMATION ABOUT VETERANS GROUP LIFE INSURANCE | VA-29-74-4 | | 0577-LP-010-0160 |
| INFORMATION BOOK; WOMEN IN THE NAVY | NP 15516A | | 0500-LP-276-6010 |
| INJURY REPORTS | JAGMAN | VIII, X | (STOCKED BY NLSO) |
| | MILPERSMAN | 4210100 | |
| INSTRUCTOR DUTY | TRANSMAN | Chap. 10 | 0500-LP-351-0100 |
| INSULAR FORCE | MILPERSMAN | 1860220 | |
| INSURANCE | | | |
| Automobile | MILPERSMAN | 6230160 | |
| Government | NAVPERS | 15878 | 0500-LP-320-0202 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | MILPERSMAN | 6230120 | |
| | SECNAVINST | 1741.12 | |
| | BUPERSNOTE | 1741 | |
| Health Care | BUPERSINST | 1760.19 | |
| | SECNAVINST | 6320.8 | |
| Counselor's Guide to | NAVEDTRA | 46603A | 0503-LP-003-0160 |
| Life Insurance Disability Claims | SECNAVINST | 1741.12 | |
| Mortgage | SECNAVINST | 1741.4 | |
| Solicitation, Commercial | SECNAVINST | 1740.2 | |
| INSURANCE; REQUEST FOR | VA 29-8285 | | 0577-LP-010-0180 |
| INTELLIGENCE CLERKS | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| INTER-FLEET TRANSFER | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| INTERVIEWS | | | |
| Counseling | NAVPERS | 15878 | 0500-LP-320-0202 |
| Classification | MILPERSMAN | 1440180 | |
| INVESTIGATIONS | SECNAVINST | 5520.3 | |
| IT'S YOUR MOVE | NAVEDTRA | MISC | 0503-LP-900-5096 |
| JAG CORPS PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1120.35 | |
| | MILPERSMAN | 1020100 | |
| JOINT STAFF BILLETS | MILPERSMAN | 1860300 | |
| JOINT TRAVEL REGULATION VOLUME I | NSO P 6034 | | 0516-LP-255-0265 |
| JOINT TRAVEL REGULATION VOLUME 2 | NSO P 6034 | | 0516-LP-255-1389 |
| JUMPS FIELD PROCEDURES | SECNAVINST | 7220.68 | |
| | SECNAVINST | 7220.73 | |
| | NAVCOMPTNOTE | 7220 | |
| JUNIOR OFFICER CAREER PLANNING | NAVPERS | 15197 | 0500-LP-272-9000 |
| JURISDICTION | | | |
| NJP | MCM | XXVI | (STOCKED BY NLSO) |
| | JAGMAN | 0101 | (STOCKED BY NLSO) |
| Shore Patrol | BUPERSINST | 1620.4 | |
| LANGUAGE TRAINING | CNETINST | 1550.9 | |
| LARCENY OFFENSES | JAGMAN | 0145 | (Stocked by NLSO) |
| | MCM | ART 128 | |
| LAST TWO YEARS OF ACTIVE DUTY (30-Year Retirement) (Twilight Tour) | TRANSMAN | Chap. 13 | 0500-LP-351-0100 |
| LATERAL CONVERSION (Change of Rate or Rating) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1430.16 | |
| | MILPERSMAN | 2230180 | |
| | MILPERSMAN | 1060010 | |
| | BUPERSINST | 1410.4 | |
| LAW EDUCATION PROGRAM | SECNAVINST | 1520.7 | |
| LAW STUDY (Excess leave | MILPERSMAN | 1020120 | |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Program, Officer) | MILPERSMAN | 1020160 | |
| LEADERSHIP | NAVEDTRA | 15934B | 0502-LP-079-6700 |
| | MILPERSMAN | 3410150 | |
| LEAVE | | | |
| General procedures | MILPERSMAN | 3020075 | |
| Accounting procedures | SECNAVINST | 7220.63 | |
| Computation of | MILPERSMAN | 3020200 | |
| Foreign leave travel | BUPERSINST | 1050.11 | |
| Pay & allowances during | MILPERSMAN | 2650140 | |
| Telephone checkin/out procedures | MILPERSMAN | 3020320 | |
| Reenlistment | MILPERSMAN | 3020080 | |
| Hospitalization while on | MILPERSMAN | 3020380 | |
| LEGAL ASSISTANCE | JAGMAN | XIX | (Stocked by NLSO) |
| LEGAL CHECK-UP PROGRAM | JAGNOTE | 5801 | |
| LETTERS OF | | | |
| Appreciation upon separation | MILPERSMAN | 3810240 | |
| Censure | MILPERSMAN | 3410100 | |
| | JAGMAN | 0102 | |
| Commendation | MILPERSMAN | 3410200 | |
| LIABILITY OF TAXES | JAGINST | 5840.6 | |
| LIBERTY | MILPERSMAN | 3020075 | |
| | MILPERSMAN | 3030100 | |
| LIFE INSURANCE, COUNSELORS GUIDE | NAVEDTRA | 46603A | 0503-LP-003-1060 |
| LIMITED DUTY ASSIGNMENTS | | | |
| Conscientious objectors | MILPERSMAN | 1860120 | |
| | BUPERSINST | 1300.38 | |
| Sole Surviving Son/Daughter | MILPERSMAN | 1830120 | |
| LIMITED DUTY OFFICER (LDO) PROGRAMS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVMILPERSCOMNOTE | 1120 | |
| LIMITED DUTY OFFICER MANUAL | NAVPERS | 18564B | 0500-LP-507-1010 |
| LINE OFFICER CAREER PLANNING GUIDE BOOK | NAVPERS | 15197A | 0500-LP-272-9005 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| LETTERS OF | | | |
| Appreciation upon separation | MILPERSMAN | 3810240 | |
| Censure | MILPERSMAN | 3410100 | |
| | JAGMAN | 0102 | |
| Commendation | MILPERSMAN | 3410200 | |
| LIABILITY OF TAXES | JAGINST | 5840.6 | |
| LIBERTY | MILPERSMAN | 3020075 | |
| | MILPERSMAN | 3030100 | |
| LIFE INSURANCE, COUNSELORS GUIDE | NAVEDTRA | 46603A | 0503-LP-003-1060 |
| LIMITED DUTY ASSIGNMENTS | | | |
| Conscientious objectors | MILPERSMAN | 1860120 | |
| | BUPERSINST | 1300.38 | |
| Sole Surviving Son/Daughter | MILPERSMAN | 1830120 | |
| LIMITED DUTY OFFICER (LDO) PROGRAMS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVMILPERSCOMNOTE | 1120 | |
| LIMITED DUTY OFFICER MANUAL | NAVPERS | 18564B | 0500-LP-507-1010 |
| LINE OFFICER CAREER PLANNING GUIDE BOOK | NAVPERS | 15197A | 0500-LP-272-9005 |
| LINK (Enlisted Personnel) | NAVPERS | 15980 | (Stocked by NMPC 46) |
| CORRESPONDENCE COURSES | NAVEDTRA | 10061AN | 0502-LP-050-3070 |
| LODGING | NAVPERS | 15878 | 0500-LP-320-0202 |
| | SECNAVINST | 11107.2 | |
| | OPNAVINST | 11107.2 | |
| LOST TIME | MILPERSMAN | 3840180 | |
| LUMP SUM PAYMENTS (Reenlistment) | MILPERSMAN | 1060040 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |
| MAA DUTY | MILPERSMAN | 2230180 | |
| MAAG DUTY | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| MAC TRAVEL | BUPERSINST | 4650.14 | |
| | OPNAVINST | 4630.25 | |
| MAJORCARE 90 | BUPERSINST | 1760.19 | |
| MAKING A HOME IN THE NAVY: IDEAS TO GROW ON | OPNAV 15-2 | | 0420-LP-400-0200 |
| MANUAL OF ADVANCEMENT | BUPERSINST | 1430.16 | |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| MANUAL OF ENLISTED CLASSIFICATION PROCEDURES | NAVPERS | 15812B | |
| MARRIAGE OUTSIDE CONUS | MILPERSMAN | 6210160 | |
| MARKSMAN TRAINING | OPNAVINST | 3591.1 | |
| MARS (Military Affiliate Radio System) | SECNAVINST | 2070.1 | |
| MASTERCHIEF PETTY OFFICER OF FLEET, FORCE, OR COMMAND | SECNAVINST | 1650.1 | |
| MATERNITY CARE UNDER CHAMPUS | CHAMPUS FS-8 | | 0510-LP-500-0070 |
| MEDALS & AWARDS | OPNAVNOTE | 1650 | |
| | BUPERSNOTE | 1650 | |
| MEDICAL CARE FOR ELIGIBLE PERSONNEL | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVEDTRA | 46607 | 0503-LP-003-0350 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | BUMEDINST | 6320.31 | |
| | BUMEDINST | 6320.6 | |
| | SECNAVINST | 6320.8 | |
| | SECNAVINST | 6320.18 | |
| MEDICAL CLAIMS | BUMEDINST | 6320.32 | |
| MEDICAL/OSTEOPATHIC SCHOLARSHIP PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1520.14 | |
| MEDICAL SERVICE CORPS OFFICER PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | MILPERSMAN | 1020130 | |
| MEDICARE, EFFECTS OF ON CHAMPUS BENEFITS, | CHAMPUS FS-5 | | 0510-LP-500-0040 |
| MERCHANT MARINE APPOINTMENTS | MILPERSMAN | 3840340 | |
| MERITORIOUS MAST | MILPERSMAN | 3410200 | |
| MESS COOKS | NAVSUPMAN | 39619 | |
| MILITARY APPEARANCE | MILPERSMAN | 3420440 | |
| | MILPERSMAN | 3410150 | |
| | NAVPERS | 15665C | 0500-LP-276-0040 |
| | BUPERSINST | 6110.2 | |
| MILITARY FUNERALS, NAVY | NP 15555 | | 0500-LP-277-8240 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| MILITARY PAY AND ALLOWANCES ENTITLEMENTS MANUAL (REPRINT/INCLUDES CHANGES 63) | NSP P6048 | | 0516-LP-600-1094 |
| MILITARY PERSONNEL NAVY FINANCIAL MANAGEMENT SYSTEM | NSP P3569 | | 0515-LP-945-6120 |
| MILITARY RETIRED PAY DEDUCTIONS AND SURVIVORS ANNUITY ENTITLEMENTS GUIDANCE | NSP P6066 | | 0516-LP-603-2530 |
| MILITARY TENANT | NAVEDTRA | 46606 | 0503-LP-003-0200 |
| MILITARY TRAINING, General (GMT) | OPNAVINST | 1500.22 | |
| | CNETNOTE | 1560 | |
| | NAVEDTRA | 46008A | 0503-LP-000-0410 |
| MILPERSMAN | NAVPERS | 15560 | |
| MINIMUM ACTIVITY TOUR | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| MISSING SHIP | MILPERSMAN | 3430150 | |
| MOBILE HOMES | NAVEDTRA | MISC | 0503-LP-900-5096 |
| | JTR, VOL I | Chap. 8 | 0516-LP-255-0265 |
| | VA | 29-71-1 | 0503-LP-900-0971 |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| MORAL TURPITUDE | JAGMAN | 0123f | (Stocked by NLSO) |
| | MILPERSMAN | 3420240 | |
| MORALE | MILPERSMAN | 3420100 | |
| MORTGAGE INSURANCE | SECNAVINST | 1741.4 | |
| NATO COMMAND DUTY | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| NATURALIZATION | MILPERSMAN | 6210180 | |
| | MILPERSMAN | 6210200 | |
| | MILPERSMAN | 1040300 | |
| | MILPERSMAN | 5030450 | |
| | BUPERSINST | 1430.16 | |
| NAVAL ACADEMY PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | OPNAVINST | 1531.3 | |
| | OPNAVINST | 1531.4 | |
| | OPNAVINST | 1531.5 | |
| NAVAL AVIATION PROGRAMS | NAVPERS | 15878 | 0500-LP-320-0202 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | BUPERSINST | 1120.35 | |
| NAVAL CLEMENCY BOARD | MILPERSMAN | 3850190 | |
| NAVAL FLIGHT OFFICER CANDIDATE (NFOC) PROGRAM | BUPERSINST | 1120.35 | |
| NAVAL RESERVE PARTICIPATION | BUPERSINST | 5400.42 | |
| NAVAL RESERVE PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | COMNAVCRUITCOM INST | 1130.8 | |
| | TRANSMAN | 21, 22 | 0500-LP-351-0100 |
| NAVSUP 2002 (Navy Stock List of Forms & Publications) | | | |
| | NAVPERSMAN | 5420100 | |
| NAVY CAMPUS (NC) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CNETINST | 1560.3 | |
| | OPNAVINST | 1500.45 | |
| | CNETINST | 1500.8 | |
| NAVY CEREMONIAL GUARD | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| NAVY COUNSELORS (NC) | MILPERSMAN | 2230180 | |
| NAVY CUSTOMER SERVICE MANUAL | NAVEDTRA | 10119A | 0502-LP-050-5960 |
| NAVY DENTAL SCHOLARSHIP PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1520.105 | |
| NAVY EQUAL OPPORTUNITY MANUAL | OPNAVINST | 5354.1 | |
| NAVY FINANCIAL MANAGEMENT SYSTEM FOR MILITARY PERSONNEL | NSO P 3569 | | 0515-LP-945-6120 |
| NAVY FLIGHT DEMONSTRATION TEAM (Blue Angels) | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| NAVY FUNERALS AT ARLINGTON | NP 15956B | | 0500-LP-370-0551 |
| NAVY GUIDE FOR RETIRED PERSONNEL AND THEIR FAMILY | NP 15891E | | 0500-LP-345-1021 |
| NAVY LEADERS FAMILY MANUAL | | | 0613-LP-000-4921 |
| NAVY LEAGUE AWARDS | SECNAVINST | 1650.34 | |
| NAVY LEAGUE OPERATION HIGHLINE | SECNAVINST | 1760.2 | |
| NAVY LIFE RECRUIT DAYS | NAVEDTRA | 16180B | 0502-LP-080-9000 |
| NAVY MEDICAL/OSTEOPATHIC SCHOLARSHIP PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1520.104 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| NAVY MILITARY FUNERALS | NP 15555 | | 0500-LP-277-8240 |
| NAVY RACE RELATIONS EDUCATION | OPNAVINST | 1500.42 | |
| NAVY RECRUITING MANUAL | CRUITCOM | 1130.8 | (Stocked by CRUITCOM) |
| NAVY RELIEF SOCIETY | MILPERSMAN | 3450150 | |
| | SECNAVINST | 5760.4 | |
| NAVY RETENTION TEAM MANUAL | NAVPERS | 15878 | 0500-LP-320-0202 |
| NAVY SCHOLARSHIP PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | SECNAVINST | 1500.4 | |
| NAVY TRAINING COURSES, KEYWORD INDEX, VOL 2, 3, (CANTRAC) | NAVEDTRA | 10500 | 0500-LP-052-5265 |
| NAVY TRAINING COURSES, VOL 1, INTRODUCTORY GENERAL INFORMATION AND QUOTA CONTROL NOTES (CANTRAC) | NAVEDTRA | 10500 | 0502-LP-052-5033 |
| NAVY VETERANS COUNSELORS REFERRAL | NP 15832B | | 0500-LP-294-0110 |
| NEC CLASSIFICATIONS AND OCCUPATIONAL STANDARDS, SEC 2 | NP 18068D | | 0500-LP-453-0107 |
| NEUTRAL DUTY | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| NEW CONSTRUCTION DUTY | TRANSMAN | Chap. 12 | 0500-LP-351-0100 |
| NO COST TRANSFERS | TRANSMAN | Chap. 16 | 0500-LP-351-0100 |
| NON-COMPLIANCE OF ORDERS | TRANSMAN | Chap. 24 | 0500-LP-351-0100 |
| NON-DISCRIMINATION IN CIVILIAN HOSPITALS | BUMEDINST | 6320.39 | |
| NONJUDICIAL PUNISHMENT (NJP) | MCM | XXVI | (stocked by NLSO) |
| NONPAYMENT OF DEBTS | MILPERSMAN | 6210140 | |
| | SECNAVINST | 7220.38 | |
| NON-RECEIPT OF RECORDS | MILPERSMAN | 5010280 | |
| | MILPERSMAN | 5030160 | |
| NORMAL SHORE TOUR (NST) | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| | BUPERSNOTE | 1306 | |
| NOTARY PUBLIC | JAGMAN | 2503 | (stocked by NLSO) |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| NOTICE OF DISENROLLMENT AND APPLICATION FOR FUNDS DEPOSITED IN POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM | VA 45281 | | 0577-LP-054-0000 |
| NROTC PROGRAM | NAVPERS | 15878 | 0500-LP-320-0200 |
| | MILPERSMAN | 2210210 | |
| | OPNAVINST | 1533.4 | |
| NUCLEAR PROGRAM | TRANSMAN | Chap. 6 | 0500-LP-351-0100 |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CRUITMAN | Chap. 7 | (Stocked by CRUITCOM) |
| OATHS | MCM | ART 0139 | (Stocked by NLSO) |
| | JAGMAN | XXV | (Stocked by NLSO) |
| | MILPERSMAN | 1020180 | |
| OBESITY | MILPERSMAN | 3410150 | |
| | MILPERSMAN | 3850220 | |
| | BUPERSINST | 6110.2 | |
| | SECNAVINST | 6100.1 | |
| | SECNAVINST | 6100.2 | |
| | BUMEDINST | 61001. | |
| OBLIGATED SERVICE | TRANSMAN | 3,4,7,22 | 0500-LP-351-0100 |
| | MILPERSMAN | 1050300 | |
| | MILPERSMAN | 1040150 | |
| | MILPERSMAN | 1040300 | |
| OCCUPATION OUTLOOK HANDBOOK | | | (Stocked by GPO) |
| OCS PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1120.35 | |
| OFF-BASE HOUSING DISCRIMINATION | OPNAVINST | 5354.1A | |
| OFFICER MANPOWER AND PERSONNEL CLASSIFICATION MANUAL (Volumes I & II) | NAVPERS | 15839D | 0500-LP-296-0140 |
| ONCE A VETERAN | NAVEDTRA | 46602B | 0500-LP-003-0120 |
| OPPORTUNITIES IN THE NAVY (Your Personal Information Kit) | NP | 15191C | 0500-LP-272-7911 |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| ORDERS | TRANSMAN | Chap. 23 | 0500-LP-351-0100 |
| Change of duty | MILPERSMAN | 1810160 | |
| Signatures required | MILPERSMAN | 1810180 | |
| Definition of types | MILPERSMAN | 1810100 | |
| Delay authorized | MILPERSMAN | 1810360 | |
| Proceed time | MILPERSMAN | 1810300 | |
| Travel time in connection with | MILPERSMAN | 1810320 | |
| OUR EDUCATION (WE THE AMERICAN (SERIES) | NAVEDTRA | | 0503-LP-900-8008 |
| OUR FLAG | NAVEDTRA | 46401 | 0503-LP-002-0050 |
| OUR VOCATIONAL TRAINING CAN GUARANTEE YOU A JOB OF A LIFETIME | NAVEDTRA | | 0503-LP-900-2650 |
| OVERSEAS DIPLOMACY | OPNAVINST | 5400.36 | |
| OVERSEAS SERVICE | TRANSMAN | Chap. 4 | 0500-LP-351-0100 |
| | BUPERSINST | 1300.40 | |
| | BUPERSINST | 1300.41 | |
| | BUPERSINST | 1300.26 | |
| | BUPERSINST | 4550.14 | |
| | BUPERSINST | 1306 | |
| PACE (Program for Afloat College Education) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CNETINST | 1560.3 | |
| PASSPORTS | MILPERSMAN | 4640100 | |
| | BUPERSINST | 4650.14 | |
| PAY AND ALLOWANCES (general) | MILPERSMAN | 2610150 | |
| | DODPM | Parts 1,2,3, | 0516-LP-600-1094 |
| | SECNAVINST | 7220.68 | |
| | NAVCOMPTNOTE | 7220 | |
| PAY BACK TABLE | MILPERSMAN | 1050300 | |
| PAY BRIEFS | NAVPERS | 15878 | 0500-LP-320-0202 |
| PAY ENTRY BASE DATE (PEBD) | DODPM | Part 1 | 0516-LP-600-1094 |
| | MILPERSMAN | 2610150 | |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| PAY GRADES | MILPERSMAN | 1020300 | |
| | MILPERSMAN | 2210200 | |
| PEP (Personnel Exchange Program) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | OPNAVINST | 5700.7 | |
| PER DIEM | DODPM | | 0516-LP-600-1094 |
| | JTR, VOL I | 8, Appendix | 0516-LP-255-0265 |
| | | | 0516-LP-255-0265 |
| | SECNAVINST | 7220.66 | |
| PERFORMANCE | MILPERSMAN | 3410100 | |
| | MILPERSMAN | 3410150 | |
| | BUPERSNOTE | 1616 | |
| PERMANENT CHANGE OF STATION (PCS) ORDERS | TRANSMAN | Chap. 23 | 0500-LP-351-0100 |
| PERSONAL AFFAIRS, YOUR | NAVEDTRA | 46600A | 0503-LP-003-0010 |
| PERSONNEL AFFAIRS, YOUR - A CHECKLIST | NAVEDTRA | 46001A | 0503-LP-000-0060 |
| PERSONAL PRIVACY & RIGHTS OF INDIVIDUALS | SECNAVINST | 5211.5 | |
| PERSONAL SERVICE CENTERS | TRANSMAN | Chap. 23 | 0500-LP-351-0100 |
| PERSONNEL ADVANCEMENT REQUIREMENTS (PAR PROGRAM) | BUPERSINST | 1418.10 | |
| PERSONNEL MANAGEMENT | NAVEDTRA | 18458E | 0502-LP-054-2400 |
| PERSONNEL QUALIFICATION STANDARDS (PQS) | CNETNOTE | 3500 | |
| PERSONNEL STAFF DUTY PERFORMANCE | | | |
| Officer | MILPERSMAN | 3410100 | |
| Enlisted | MILPERSMAN | 3410150 | |
| PERSONNEL TRAVEL & TRANSPORTATION TEMPORARY DUTY TRAVEL, UNIFORMED SERVICES | NP 15531 | | 0500-LP-277-6200 |
| PETTY OFFICER QUALITY CONTROL BOARD | MILPERSMAN | 3410180 | |
| PHOTOGRAPHS (Officer) | MILPERSMAN | 5020140 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| PHYSICAL DISABILITY | MILPERSMAN | 3840260 | |
| | MILPERSMAN | 3410150 | |
| | MILPERSMAN | 3860360 | |
| | MILPERSMAN | 3850120 | |
| | MILPERSMAN | 3810220 | |
| | NAVEDTRA | 46601B | 0503-LP-003-0070 |
| | VA | IS-1 | 0503-LP-900-0945 |
| PHYSICAL FITNESS | OPNAVINST | 6110.1 | |
| | SECNAVINST | 6100.1 | |
| | SECNAVINST | 6100.2 | |
| | BUMEDINST | 6110.10 | |
| PHYSICAL QUALIFICATIONS | MILPERSMAN | 1830180 | |
| | NAVPERS | 18068D | 0500-LP-453-0076 |
| | NAVEDTRA | 10500 | 0502-LP-052-5030 |
| PLACE OF SEPARATION | MILPERSMAN | 3810260 | |
| POINTERS FOR THE VETERAN HOMEOWNER | VA 26-5 | | 0577-LP-008-6001 |
| POLICY AND ASSIGNMENT RESPONSIBILITIES; restatement of | SECNAVINST | 5350.10 | |
| POLITICAL ACTIVITY | MILPERSMAN | 6210240 | |
| POSTER - CODE OF THE FIGHTING FORCE | DOD F-104 | | 0503-LP-900-6650 |
| POSTGRADUATE PROGRAM (Officer) Scholarship Selectees | SECNAVINST | 1520.1 | |
| POST-VIETNAM VA EDUCATION ASSISTANCE | DOD FS-63 | | 0503-LP-900-0950 |
| PRD (PROJECTED ROTATION DATE) | TRANSMAN | 3, 4 | 0500-LP-351-0100 |
| PREFERENCE & PERSONAL INFORMATION CARD | MILPERSMAN | 1820140 | |
| PREFERRED OVERSEAS DUTY | TRANSMAN | 3, 4 | 0500-LP-351-0100 |
| PREGNANCY STATUS | | | |
| Maternity Care | MILPERSMAN | 3810180 | |
| Separation Request | MILPERSMAN | 3810170 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| PREP (Predischarge Education Program) | | | |
| | CNETINST | 1560.3 | |
| PREPARATORY SCHOOLS | | | |
| BOOST | MILPERSMAN | 1020360 | |
| Naval Academy | OPNAVINST | 1531.3 | |
| U. S. Military/Air Force Academies | MILPERSMAN | 6620120 | |
| PRESCRIBED SEA TOUR (PST) | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| PRISE (Reenlistment of Prior Service Members) | CRUITMAN | 15, 16 | (STOCKED BY CUITCOM) |
| PRIVACY ACT | SECNAVINST | 5211.5 | |
| PRIVATE ORGANIZATIONS ON DOD INSTALLATIONS | DODINST | 1100.15 | |
| PRIVATE VEHICLES | | | |
| Travel under orders | MILPERSMAN | 1810320 | |
| Insurance | MILPERSMAN | 62301160 | |
| Registration & marking | OPNAVINST | 5560.10 | |
| Safety | OPNAVINST | 5100.8 | |
| | OPNAVINST | 5100.22 | |
| PROFICIENCY PAY (PRO PAY) | BUPERSINST | 7220.6 | |
| PROGRAMMED SCHOOL INPUT (PSI) | DODPM | Part 1 | 0516-LP-600-1094 |
| | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| | CRUITMAN | Chap. 5 | (STOCKED BY CRUITCOM) |
| PST (Prescribed Sea Tour) | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| QUALIFICATIONS QUESTIONNAIRE (Officer) | MILPERSMAN | 5020180 | |
| QUALITY CONTROL PROGRAM | OPNAVINST | 1160.5 | |
| QUALITY CONTROL REVIEW BOARD (Petty Officer) | MILPERSMAN | 3410180 | |
| QUESTIONS AND ANSWERS ON HOME & CONDOMINIUM LOANS GUARANTEED FOR VETERANS | VA 26-4 | | 0503-LP-900-0976 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| QUESTIONS AND ANSWERS ON MOBILE HOME LOANS TO VETERANS | VA-29-71-1 | | 0503-LP-900-0971 |
| QUESTIONS AND ANSWERS ON SERVICEMENS GROUP LIFE INSURANCE | VA-29-78-1 | | 0577-LP-052-2050 |
| QUOTAS (School) | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| RACE RELATION EDUCATION PROGRAM | OPNAVINST | 1500.42 | |
| | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| RATING ENTRY FOR GENERAL APPRENTICES (REGA) | OPNAVINST | 1430.5 | |
| RATION RATES | NAVSUPINST | 4061.9 | |
| READJUSTMENT PAYMENTS | MILPERSMAN | 2650280 | |
| RECORDS | SECNAVINST | 5212.5 | |
| Disposal of | MILPERSMAN | 5010260 | |
| General Content & Maintenance | MILPERSMAN | 5030200 | |
| | MILPERSMAN | 5030160 | |
| | MILPERSMAN | 5010280 | |
| Reconstruction of | MILPERSMAN | 5030160 | |
| Verification of | MILPERSMAN | 5030120 | |
| RECOUPMENT OF BONUS | MILPERSMAN | 1060040 | |
| | MILPERSMAN | 3840160 | |
| RECRUIT COMPANY COMMANDER | TRANSMAN | Chap. 10 | 0500-LP0351-0100 |
| RECRUITING | COMNAVCRUITCOM-INST | 1130.8 | |
| | TRANSMAN | Chap.11 | 0500-LP-351-0100 |
| | OPNAVINST | 1100.3 | |
| RECRUITING AIDS | COMNAVCRUITCOM-INST | 5605.5 | |
| RED CROSS | MILPERSMAN | 3450150 | |
| | MILPERSMAN | 3020075 | |
| REDUCTION IN RATE | MILPERSMAN | 2230100 | |
| REEMPLOYMENT RIGHTS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1571.16 | |
| | VA 1S-1 | | 0503-LP-900-0945 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| REENLISTMENT | NAVPERS | 15878 | 0500-LP-320-0202 |
| Bonus (see SRB) | | | |
| Ceremony | MILPERSMAN | 1040290 | |
| Certificate | NAVPERS | 15182A | 0500-LP-272-4210 |
| Eligibility requirements | MILPERSMAN | 1040300 | |
| Incentives | NAVPERS | 15878 | 0500-LP-320-0202 |
| Leave | MILPERSMAN | 3020080 | |
| Performance criteria | MILPERSMAN | 3410150 | |
| Quality Control | OPNAVINST | 1160.5 | |
| Recommendation for | MILPERSMAN | 3840120 | |
| | MILPERSMAN | 1040300 | |
| Under broken service conditions | BUPERSINST | 1130.22 | |
| REGISTER, FEDERAL | | | (Stocked by base Library or JAG) |
| RELIGIOUS SERVICE | MILPERSMAN | 5810100 | |
| | OPNAVINST | 1730.1 | |
| REMISSION OF INDEBTEDNESS | SECNAVINST | 7220.38 | |
| REQUEST FOR TRANSFER/SPECIAL DUTY | TRANSMAN | Chap. 2 | 0500-LP-351-0100 |
| RE-SCORE PROGRAM | MILPERSMAN | 1060010 | |
| RESERVE PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| RESIGNATION (Officer) | MILPERSMAN | 3830340 | |
| | SECNAVINST | 1920.3 | |
| RESTORATION OF RATE | MILPERSMAN | 2230200 | |
| RESTRICTION | MILPERSMAN | 3340100 | |
| RETENTION TEAM MANUAL | NP 15878G | | 0500-LP-320-0202 |
| RETENTION TEAM MANUAL (Binder) | NP 15878 | | 0500-LP-320-0211 |
| RETIRED PERSONNEL AND THEIR FAMILIES, NAVY GUIDE FOR | NAVPERS | 15891E | 0500-LP-345-1021 |
| RETIREMENTS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891E | 0500-LP-345-1021 |
| | MILPERSMAN | 3860280 | |
| Choice of assignment last 3 years | TRANSMAN | Chap. 13 | 0500-LP-351-0100 |
| Information sources | MILPERSMAN | 6220160 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Seminars | OPNAVINST | 1720.3 | |
| Retired pay | BUPERSINST | 7220.27 | |
| Survivors benefits | BUPERSINST | 1750.1 | |
| Certificate | NAVPERS | 1650/59 | 0106-LF-081-5901 |
| SABBATH OBSERVANCE POLICY | MILPERSMAN | 5810100 | |
| SAFETY PRECAUTIONS | OPNAVINST | 5100.19 | |
| SAFETY PROGRAM | OPNAVINST | 5100.8 | |
| | OPNAVINST | 5100.12 | |
| | OPNAVINST | 5100.14 | |
| | OPNAVINST | 5100.16 | |
| | OPNAVINST | 5560.10 | |
| | MILPERSMAN | 6610140 | |
| | MILPERSMAN | 6610160 | |
| | MILPERSMAN | 2620100 | |
| SAILOR OF THE YEAR PROGRAM | OPNAVINST | 1700.10 | |
| SAVINGS BONDS | SECNAVINST | 5120.3 | |
| | OPNAVINST | 5120.1 | |
| | SECNAVNOTE | 5120 | |
| SCHOLARSHIP<br>Navy Scholarship Program | NAVPERS | 15878 | 0500-LP-320-0202 |
| | SECNAVINST | 1500.4 | |
| Navy Medical/Osteopathic Scholarship Program | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1520.104 | |
| Navy Dental Scholarship Program | NAVPERS | 15878 | 0500-LP-320-0202 |
| | BUPERSINST | 1520.105 | |
| NROTC | NAVPERS | 15878 | 0500-LP-320-0202 |
| | MILPERSMAN | 2210210 | |
| | OPNAVINST | 1533.4 | |
| | COMNAVCRUITCOM-INST | 1110.1 | |
| Dependents | MILPERSMAN | 6210110 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| SCHOOL QUOTAS | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| SCORE (Selective Conversion & Reenlistment) | NAVPERS<br>MILPERSMAN | 15878<br>1060010 | |
| SDCD (Sea Duty Commencement Date) | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| SEA PAY | MILPERSMAN | 2620100 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |
| SECNAVFIND | TRANSMAN | Chap. 17 | 0500-LP-351-0100 |
| | MILPERSMAN | 2640250 | |
| SECURITY PROGRAM | OPNAVINST | 5510.1 | |
| | OPNAVNOTE | 5510 | |
| Orientation, Education & Training | SECNAVINST | 5510.13 | |
| Personnel Security Investigations & Clearance | BUPERSINST | 5521.2 | |
| Clearance requirements for course of instruction | NAVEDTRA | 10500 | 0502-LP-052-5030 |
| | BUPERSINST | 1430.16 | |
| | MILPERSMAN | 6650250 | |
| Criteria for personnel in Nuclear Weapons Program | TRANSMAN | Chap. 6 | 0500-LP-351-0100 |
| | OPNAVINST | 5510.1 | |
| | BUPERSINST | 5510.11 | |
| Restriction of assignment & travel | OPNAVINST | 5510.3 | |
| SELECTIVE REENLISTMENT BONUS (SRB) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | OPNAVINST | 1160.3A | |
| | MILPERSMAN | 1060040 | |
| | BUPERSINST | 1133.28 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |
| SENIOR CHIEF PETTY OFFICER OF COMMAND (SC S/C) | OPNAVINST | 5400.37 | |
| SEPARATIONS (Enlisted) | | | |
| Acknowledgement of Service | MILPERSMAN | 3810240 | |
| Definition of terms | MILPERSMAN | 3810120 | |
| Expiration of enlistment or tour of active service | MILPERSMAN | 3840260 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| Lost time | MILPERSMAN | 3840180 | |
| Performance factors governing | MILPERSMAN | 3410150 | |
| Place of | MILPERSMAN | 3810260 | |
| Preseparation Interview | MILPERSMAN | 3840120 | |
| | NAVPERS | 15878 | 0500-LP-320-0202 |
| Preseparation processing | TRANSMAN | Addendum 1 | 0500-LP-351-0100 |
| SEPARATIONS (Officer) | | | |
| Acknowledgement of service | MILPERSMAN | 3810240 | |
| Character of | MILPERSMAN | 3830240 | |
| | MILPERSMAN | 3850100 | |
| Definition of terms | MILPERSMAN | 3810120 | |
| Early | MILPERSMAN | 3820140 | |
| | MILPERSMAN | 3830100 | |
| Forms of termination | MILPERSMAN | 3830220 | |
| Place of termination of Officer Status | MILPERSMAN | 3810260 | |
| SERVICE COLLEGES | | | |
| (War Colleges) | MILPERSMAN | 6620130 | |
| SERVICE RECORDS | MILPERSMAN | 5030200 | |
| | MILPERSMAN | 5030160 | |
| SERVICE SCHOOLS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | TRANSMAN | 7, 8 | 0500-LP-351-0100 |
| | NAVEDTRA | 10500 | 0502-LP-052-5030 |
| | MILPERSMAN | 1060010 | |
| | MILPERSMAN | 1060020 | |
| SEVERANCE PAY | MILPERSMAN | 3830280 | |
| | DODPM | Part 4 | 0516-LP-600-1094 |
| SGLI (Serviceman's Group Life Insurance) | NAVPERS | 15878 | 0500-LP-052-2050 |
| | VA-29-78-1 | | |
| | MILPERSMAN | 6230120 | |
| | VA-29-75-1 | | 0577-LP-010-0170 |
| | VA | IS-1 | 0503-LP-900-0945 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | VA-29-8290 | | 0577-LP-010-0198 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | VA | 29-8286 | 0577-LP-010-0190 |
| SHIFT COLORS | NP 15886 | | (STOCKED BY NMPC-64) |
| SHORE PATROL | MILPERSMAN | 342034 | |
| | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| SHORE TOUR | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| SIGNATURES | | | |
| Record verification | MILPERSMAN | 5030120 | |
| Discharge certification/ separation | MILPERSMAN | 3850160 | |
| Service records | MILPERSMAN | 5030100 | |
| Indentification cards | MILPERSMAN | 4620150 | |
| Enlisted performance evaluations | NAVMILPERS-COMINST | 1616.1 | |
| SIX YEAR OBLIGOR | TRANSMAN | Chap. 7 | 0500-LP-351-0100 |
| | MILPERSMAN | 3810400 | |
| | MILPERSMAN | 1050300 | |
| | BUPERSINST | 1510.112 | |
| SMALL ARMS FIRING | OPNAVINST | 3591.1 | |
| | OPNAVINST | 3590.7 | |
| SOCIAL SECURITY | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | BUPERSINST | 1750.1 | |
| | MILPERSMAN | 4610100 | |
| | MILPERSMAN | 5030120 | |
| SOLE SURVING SON/DAUGHTER | MILPERSMAN | 6230100 | |
| | MILPERSMAN | 1860100 | |
| SOLICITATION, commercial | MILPERSMAN | 3420500 | |
| | SECNAVINST | 1740.2 | |
| SPLIT TOUR | TRANSMAN | Chap. 3 | 0500-LP-351-0100 |
| SPONSOR PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | MILPERSMAN | 1810580 | |
| SPOUSE, CERTIFICATE OF APPRECIATION | NP 15522 | | 0500-LP-277-5670 |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| SPOUSE, Duty with | MILPERSMAN | 1820340 | |
| STANDARDS OF CONDUCT | SECNAVINST | 5370.2 | |
| STANDARDS OF FAIRNESS | MILPERSMAN | 6210140 | |
| STAR (Selective Training and Reenlistment) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | MILPERSMAN | 1060020 | |
| STATEMENT OF SERVICE | MILPERSMAN | 2610150 | |
| STATEMENT OF UNDERSTANDING, CONTRIBUTORY EDUCATIONAL ASSISTANCE PROGRAM | DD Form 2057 | | 0102-LP-002-0570 |
| STO (Standard Transfer Orders) | TRANSMAN | Chap. 23 | 0500-LP-351-0100 |
| STRATEGIC WEAPON SYSTEM TRAINING PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | TRANSMAN | 5, 7 | 0500-LP-351-0100 |
| STRIKER | MILPERSMAN | 2230220 | |
| | BUPERSNOTE | 1440 | |
| SUBMARINE PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| Qualification | TRANSMAN | Chap. 5 | 0500-LP-351-0100 |
| | MILPERSMAN | 1410360 | |
| Incentive Pay | DODPM | Parts 1,2 | 0516-LP-600-1094 |
| | MILPERSMAN | 2620150 | |
| SUBSISTENCE | MILPERSMAN | 2640100 | |
| | MILPERSMAN | 2640110 | |
| | MILPERSMAN | 2640120 | |
| | MILPERSMAN | 2640130 | |
| | DODPM | Part 3 | 0516-LP-600-1094 |
| SUBSPECIALTY (Officer) | OPNAVINST | 1211.6 | |
| | MILPERSMAN | 1430200 | |
| SUMMARY OF BENEFITS FOR VETERANS AND SERVICEMEN WITH SERVICE SINCE 31 JAN 55, AND THEIR DEPENDENTS | VA 20-67-1 | | 0577-LP-008-3000 |
| SUPPORT OF DEPENDENTS | MILPERSMAN | 6210120 | |
| SURVIVAL TRAINING | MILPERSMAN | 6610120 | |
| | MILPERSMAN | 6610140 | |

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| SURVIVOR'S BENEFITS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | NAVEDTRA | 46605 | 0503-LP-003-0290 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | BUPERSINST | 1750.1 | |
| SUSPENDED SENTENCES | JAGMAN | 0123b | (STOCKED BY NLSO) |
| SWAPS (Exchange of duty) | TRANSMAN | Chap. 16 | 0500-LP-351-0100 |
| SWIMMING QUALIFICATIONS | MILPERSMAN | 6610120 | |
| TAR PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CRUITMAN | Chap. 22 | (STOCKED BY CRUITCOM) |
| | TRANSMAN | Chap. 22 | 0500-LP-351-0100 |
| | MILPERSMAN | 1020200 | |
| TAXES, Liability of | JAGINST | 5840.6 | |
| THE MILITARY TENANT | NAVEDTRA | 4660A | 0503-LP-003-0200 |
| THOMAS JEFFERSON AWARDS CONTEST | CHINFONOTE | 5720 | |
| TIPS, (TRANING INFORMATION PROCEDURES FOR ESO'S AND COMMAND CAREER COUNSELORS) | NAVEDTRA | 3816 | 0502-LP-190-0800 |
| TITLES 10, 37, 38 United States Code | | | (STOCKED BY JAG) |
| TRAINING COURSES, KEYWORD INDEX VOL 2, 3, (CANTRAC) | NAVEDTRA | 10500 | 0502-LP-052-5265 |
| TRAINING COURSES, VOL 1, INTRODUCTORY GENERAL INFORMATION AND QUOTA CONTROL NOTES (CANTRAC) | NAVEDTRA | 10500 | 0502-LP-052-5033 |
| TRAINING INFORMATION PROCEDURES FOR E.S.O.'S AND COMMAND CAREER COUNSELORS, (TIPS) | NAVEDTRA | 38016 | 0502-LP-190-0800 |
| TRAINING MANUALS AND CORRESPONDENCE COURSES, LIST OF | NAVEDTRA | 10061AN | 0502-LP-050-3070 |
| TRAINING, Military (General) | NAVPERS | 15878 | 0500-LP-320-0202 |
| | OPNAVINST | 1500.22 | |
| | CNETNOTE | 1560 | |
| | NAVEDTRA | 46008A | 0503-LP-000-0410 |
| TRANSFER MANUAL, ENLISTED | NAVPERS | 15909C | 0500-LP-351-0100 |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| TRANSFER ORDERS | TRANSMAN | 23, 7 | 0500-LP-351-0100 |
| TRANSFER/SPECIAL DUTY, REQUEST FOR | TRANSMAN | Chap. 2 | 0500-LP-351-0100 |
| TRANSLATIONS | OPNAVINST | 5000.11 | |
| TRANSPORTATION | JTR, VOL I | Chap. 8 | 0516-LP-255-0265 |
| Mode of in execution of orders | MILPERSMAN | 1810320 | |
| | TRANSMAN | Chap. 23 | 0500-LP-351-0100 |
| Emergency leave travel | MILPERSMAN | 3020400 | |
| MAC | BUPERSINST | 4650.14 | |
| Air transportation eligibility | OPNAVINST | 4630.25 | |
| TRAVEL | BUPERSINST | 1050.11 | |
| TRAVEL INSTRUCTIONS, U.S. NAVY | NSO P 1459 | | 0515-LP-064-0048 |
| TRUTH-IN-LENDING ACT (Credit disclosure) | NAVEDTRA | 46902 | 0503-LP-004-5110 |
| TUITION AID | NAVPERS | 15878 | 0500-LP-320-0202 |
| | CNETINST | 1560.3 | |
| TWILIGHT TOUR (30-year retirement) | TRANSMAN | Chap. 13 | 0500-LP-351-0100 |
| TYPE OF DISCHARGES | MILPERSMAN | 3840080 | |
| TYPE OF DUTY CODES | TRANSMAN | Chap. 25 | 0500-LP-351-0100 |
| UCMJ, Explanation of certain provisions | MILPERSMAN | 101050 | |
| UDT, SEAL, & EOD DUTY | TRANSMAN | Chap. 9 | 0500-LP-351-0100 |
| | MILPERSMAN | 1420160 | |
| UNACCOMPANIED ENLISTED QUARTERS | NFAC DM-36.2 | | 0525-LP-303-6035 |
| UNAUTHORIZED ABSENCE | MILPERSMAN | 3840180 | |
| Enlisted performance during | MILPERSMAN | 3410150 | |
| Leave policy/excused as unavoidable | MILPERSMAN | 3020075 | |
| Procedures for commands | MILPERSMAN | 3420150 | |
| Pay & Allowance during | MILPERSMAN | 2650140 | |
| UNIFORMED SERVICES HEALTH BENEFITS PROGRAM | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | NAVEDTRA | 46609 | 0503-LP-003-0460 |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | BUMEDINST | 6320.32 | |
| | BUMEDINST | 6322.6 | |
| UNIFORMED SERVICES IDENTIFICATION AND PRIVILEDGE CARD | BUPERSINST | 1750.5 | |
| UNIFORMED SERVICES PERSONNEL, TRAVEL, AND TRANSPORTATION, TEMPORARY DUTY TRAVEL | NP 15531 | | 0500-LP-277-6200 |
| UNIFORMED SERVICES, SURVIVOR BENEFIT PLAN | NAVEDTRA | 46605C | 0503-LP-003-0290 |
| UNIFORMS, Wearing of | MILPERSMAN | 3840100 | |
| | BUPERSINST | 1020.1 | |
| UNRESTRICTED LINE OFFICER CAREER PLANNING GUIDE BOOK | NAVPERS | 15197A | 0500-LP-272-9010 |
| URBAN RENEWAL UNDER CIVIL RIGHTS ACT OF 1964; Processing of requests by military personnel for | SECNAVINST | 5350.5 | |
| U.S. NAVY TRAVEL INSTRUCTIONS | NSO P 1459 | | 0515-LP-064-0048 |
| USUHS (United Services University of the Health Sciences) | SECNAVINST | 1500.8 | |
| VA BENEFITS | NAVPERS | 15878 | 0500-LP-320-0202 |
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | NAVEDTRA | 46602B | |
| | VA Pamphlet | 20-72-1 | 0577-LP-008-5000 |
| | VA Pamphlet | 2--67-1 | 0577-LP-008-3000 |
| | MILPERSMAN | 3810220 | |
| VENEREAL DISEASE | MILPERSMAN | 1830180 | |
| | SECNAVINST | 6222.1 | |
| | BUMEDINST | 6220.3 | |
| VERIFICATION OF SERVICE RECORD | MILPERSMAN | 5030120 | |
| VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP) | OPNAVNOTE | 1760 | |
| VETERAN HOMEOWNER, POINTERS FOR THE | VA 26-5 | | 0577-LP-008-6001 |
| VGLI (Veterans Group Life Insurance | NAVPERS | 15878 | 0500-LP-320-0202 |

REFERENCE INDEX

| SUBJECT | REFERENCE | | NSN |
|---|---|---|---|
| | NAVPERS | 15891 | 0500-LP-345-1021 |
| | VA | IS-1 | 0503-LP-900-0945 |
| | MILPERSMAN | 6230120 | |
| | VA Pamphlet | 29-74-4 | 0577-LP-010-0160 |
| VOCATIONAL TRAINING CAN GUARANTEE YOU A JOB OF A LIFETIME | NEDTRA MISC | | 0503-LP-900-2650 |
| VOTING | MILPERSMAN | 6210220 | |
| | NAVEDTRA | 46007 | 0503-LP-003-0360 |
| | BUPERSNOTE | 1742 | |
| | NAVEDTRA | 46003 | 0503-LP-000-0150 |
| VRB (Variable reenlistment Bonus) | MILPERSMAN | 1060040 | |
| | DODPM | Part 1 | 0516-LP-600-1094 |

## APPENDIX B - INTERVIEWS

REPORTING INTERVIEW within 30 days of reporting aboard)

1. Introduce self
2. Describe your functions
3. Identify where and when you are available
4. Advancement
5. Educational benefits (including GI Bill & VEAP)*
6. USHBP
7. Other services
   a. Chaplain
   b. Legal
   c. Navy Relief Society
   d. Financial Counseling
   e. Dependents organizations
8. PRD
   a. Submit new DUPREF
9. Command Programs
10. Professional Development Board
11. CREO
12. REGA
13. Open door policy

RETENTION PROGRAMS INTERVIEW (ADSD + 18 months)

1. Purpose of interview
2. Individual status/goals/problems
3. Sea/shore rotation and PRD
4. STAR & SCORE
5. Traditional benefits (leave, recreation, family services, Navy Lodges, etc.)
6. Entitlements:
   a. Household effects
   b. Travel
   c. Survivor
   d. Retirement
7. SRB
8. Navy schooling
9. Pro-pay
10. Advancement
11. Education
    a. Tuition Assistance
    b. NCFA Degree Program
    c. DANTES
    d. PACE
    e. GI Bill
    f. VEAP*
12. Duty assignments
13. Commissioning Programs
    a. Naval Academy
    b. OCS
    c. WO/LDO
    d. BOOST
14. OPEN-DOOR Policy

* Counseling Members on VEAP

a. During each interview members must be advised on the provisions and entitlements of the Veterans Educational Assistance Program (VEAP) contained in this manual (Chapter 12) and the current OPNAVNOTE 1760.

**INCENTIVE PROGRAMS INTERVIEW (10 months prior to EAOS**

1. Purpose of interview
2. GI Bill & VEAP*
3. Future plans
4. Reserve programs
5. Civilian career opportunities
6. Continuation opportunities:
   a. STAR SCORE
   b. GUARD III
   c. SRB
   d. Pro-pay
   e. Retirement
   f. Advancement
7. Duty Preference ference Form (NAVPERS 1306/63) help code and submit, use special coding of block 4.1 (See chapter 3 of this manual
8. CWO/LDO
9. OPEN-DOOR Policy

**SEVENTEENTH YEAR MONITORING INTERVIEW (ADSD + 17 years)**

1. Purpose of interview
2. Advantages of 30-year career
3. SBP/survivor's annuities
4. Fleet Reserve and retirement eligibility

**PRE-RETIREMENT/SEPARATION (within 45 days of retirement, Fleet Reserve or separation date)**

A. Pre-retirement
   1. Survivor benefits
   2. Retirement/retainer pay
   3. Veterans benefits
   4. Household effects
   5. Job assistance
   6. Priviledges
      a. Commissionary
      b. Exchange
      c. Medical
      d. Travel
   7. Social Security benefits
   8. Fed/State benefits
   9. VGLI/Insurance
   10. Disability Retirement

B. Separation
   1. Reemployment rights
   2. Veterans benefits
   3. VGLI/Insurance
   4. Major Care 90
   5. Household effects
   6. Naval Reserve
   7. PRISE/RESCORE
   8. Unemployment insurance
   9. Separation Questionnarie

NOTE: (1) Spouses should attend all interviews whenever possible.
(2) Six-Nine month interview has been incorporated in the reporting interview.
(3) Eight-Twelve year interview has been incorporated in the incentive programs interview.

## APPENDIX C - NAVY LODGES

1. Navy Lodges provide temporary lodging for active duty personnel, accompanied by their dependents, arriving or departing a Navy facility under PCS orders. Lodging is also provided for members of the immediate family of seriously/critically ill hospitalized personnel. Consult OPNAVINST 11107.2 for determination of eligibility in all cases.

2. Guest services vary from lodge to lodge, most offer limited maid services.

| Location | Phone | No. Units | Daily Rate | Services* |
|---|---|---|---|---|
| **ALASKA** | | | | |
| NAVSTA Adak | 907-579-8067 | 14 | 18.00 | A,F |
| **CALIFORNIA** | | | | |
| NAS Alameda | 415-869-3206 | 70 | 21.50 | A,B,C,E,G,H |
| NAF El Centro | 619-339-2478 | 4 | 20.50 | A,B,F,G |
| NAS Lemoore | 209-998-5791 | 46 | 20.00 | A,B,C,E,F,G |
| NAS Miramar | 619-271-7111 | 90 | 20.00 | A,B,C,E,G,H |
| NAS North Island | 619-435-0191 | 90 | 20.00 | A,B,C,E,G,H |
| NRMC Oakland | 415-639-2051 | 18 | 12.00 | B,D,H |
| NSC Oakland | 415-466-6187 | 20 | 20.00 | A,B,H |
| CBC Port Hueneme | 805-486-2614 | 22 | 22.00 | A,B,C,E |
| NAVSTA San Diego | 619-234-6142 | 45 | 20.00 | A,B,C,E,G,H |
| **CONNECTICUT** | | | | |
| SUBASE New London | 203-446-1160 | 68 | 19.00 | A,B,D,E,G,H |
| **FLORIDA** | | | | |
| NAS Cecil Field | 904-771-3211 | 8 | 19.00 | F,G,H, |
| NAS Jacksonville | 904-772-2549 | 50 | 25.00 | A,B,F,G |
| NAVSTA Mayport | 904-246-5554 | 19 | 21.50 | A,B,G,H |
| NTC Orlando | 305-646-5722 | 35 | 15-28.00 | A,B,D,G,H |
| NAS Pensacola | 904-456-8676 | 38 | 21.50 | A,B,D,E,G,H |
| NAS Whiting Field | 904-623-6364 | 9 | 14-16.00 | F,G |
| **LOUSIANA** | | | | |
| NSA New Orleans | 504-366-3266 | 22 | 25.00 | A,B,G,H |
| **MAINE** | | | | |
| NAS Brunswick | 207-921-2206 | 14 | 19-22.00 | A,B,D,H |
| **MARYLAND** | | | | |
| NNMC Bethesda | 301-654-1795 | 22 | 25.00 | A,B,E,G,H |
| **NEVADA** | | | | |
| NAS Fallon | 702-423-5161 | 6 | 20.00 | F,G |
| **NEW JERSEY** | | | | |
| NAEC Lakehurst | 201-323-2445 | 9 | 25.00 | B,H |
| **PENNSYLVANIA** | | | | |
| SPCC Mechanicsburg | 717-766-0507 | 9 | 18-20.00 | B,G,H |

| | | | | |
|---|---|---|---|---|
| **RHODE ISLAND** | | | | |
| NETC Newport | 401-849-4500 | 67 | 19.00 | A,B,E,G,H |
| **SOUTH CAROLINA** | | | | |
| NAVSTA Charleston | 803-747-7676 | 48 | 22.00 | A,B,E,G,H |
| **TENNESSEE** | | | | |
| NAS Memphis | 901-872-0121 | 28 | 19.50 | A,B,E,F,H |
| **TEXAS** | | | | |
| NAS Chase Field | 512-354-2523 | 5 | 19.00 | B,F,G,H |
| NAS Corpus Christi | 512-937-6361 | 22 | 21.00 | A,B,G,H |
| **VIRGINIA** | | | | |
| PHIBASE Little Creek | 804-464-6215 | 90 | 20.00 | A,B,C,D,E,G,H |
| NAVSTA Norfolk | 804-489-2656 | 90 | 20.00 | A,B,C,D,E,G,H |
| **WASHINGTON, D.C.** | | | | |
| NAVDIST Washington | 202-563-6950 | 50 | 25.00 | A,B,E,G,H |
| **CUBA** | | | | |
| NAVSTA GTMO | 723-3960 | 26 | 23.00 | B,F,G |
| **SPAIN** | | | | |
| NAVSTA ROTA | 727-2496 | 22 | 25.00 | A,B,D,G |
| **ICELAND** | | | | |
| Keflavik | 2210-7594 | 31 | 17-25.00 | A,B,F |
| **PHILIPPINES** | | | | |
| Subic Bay | 844-9500 | 25 | 13-18.00 | A,B,D,G,H |
| **JAPAN** | | | | |
| Yokosuka | 234-6708 | 127 | 18-26.00 | A,B,D,G,H |
| **UNITED KINGDOM** | | | | |
| Edzell | 431-X271 | 8 | 30.00 | A,B,C,H |

Services

A - Vending machines (snack, drinks, etc)
B - Washers and dryers (coin operated)
C - Small retail food outlet
D - One day laundry and dry cleaning
E - In-room telephone
F - Television
G - Air conditioned
H - Color Television

APPENIDX D - RETENTION MATERIALS

| FORM/PUB NO. | STOCK NUMBER | TITLE |
|---|---|---|
| NP 1160/11 | 0106-LF-011-6055 | CAREER COUNSELOR RECORD |
| NP 15124/H | 0500-LP-272-0732 | EDUCATIONAL AND CAREER OPPORTUNITIES FOR THE NAVY POSTER |
| NP 15136F | 0500-LP-272-1201 | YOUR CAREER PLANNER |
| NP 15191D | 0500-LP-272-7912 | OPPORTUNITIES IN THE NAVY-YOUR PERSONAL INFORMATION KIT |
| NP 15182A | 0500-LP-272-4210 | REENLISTMENT CERTIFICATE |
| NP 15189B | 0500-LP-272-7052 | "INFO" NAVY WIVES BOOKLET |
| NP 15192B | 0500-LP-272-8011 | U.S. NAVY GUIDE TO DUTY/TRAVEL OPPORTUNITIES |
| NP 15197 | 0500-LP-272-9000 | UNRESTRICTED LINE OFFICER CAREER PLANNING GUIDE |
| NP 15197 | 0500-LP-272-9010 | UNRESTRICTED LINE OFFICER CAREER PLANNING GUIDE (BINDER) |
| NP 15255C | 0500-LP-274-8343 | DIVISION OFFICER PLANNING GUIDE |
| NP 15309B | 0500-LP-275-4711 | SEA LEGS |
| NP 15521 | 0500-LP-277-5660 | SHIP OVER, SHOVE OFF |
| NP 15522H | 0500-LP-277-5670 | CERTIFICATE OF APPRECIATION (HUSBAND) |
| NP 15522W | 0500-LP-277-5675 | CERTIFICATE OF APPRECIATION (WIFE) |
| NP 15523 | 0500-LP-277-8190 | GRIPES ABOUT THE NAVY POSTER |
| NP 15524 | 0500-LP-277-8195 | EDUCATIONAL OPPORTUNITIES IN THE NAVY |
| NP 15525 | 0500-LP-277-8170 | LDP AND CWO PROGRAMS |
| NP 15560 | 0500-LP-282-0110 | NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN) |
| NP 15575 | 0500-LP-277-8365 | NAVY WIFE IRON-ON (WHITE) (LIMIT: 25 per request) |
| NP 15576 | 0500-LP-277-8370 | NAVY WIFE IRON-ON (BLUE) (LIMIT: 25 per request) |
| NP 15577 | 0500-LP-277-2375 | MOVE UP, NOT OUT, STAY NAVY. BUMPER STICKER (LIMIT: 100 per request) |
| NP 15812B | | MANUAL OF ENLISTED CLASSIFICATION PROCEDURES |
| NP 15878G | 0500-LP-320-0202 | RETENTION TEAM MANUAL |
| NP 15878 | 0500-LP-320-0211 | RETENTION TEAM MANUAL (BINDER) |
| NP 15891E | 0500-LP-345-1021 | NAVY GUIDE FOR RETIRED PERSONNEL AND THEIR FAMILY |
| NP 15909C | 0500-LP-351-0129 | ENLISTED TRANSFER MANUAL |
| NP 15982C | | FINANCIAL MANAGEMENT HANDBOOK FOR PCS TRAVEL |
| NP 18068D | 0500-LP-453-0099 | MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS, SECTION 2, NAVY ENLISTED CLASSIFICATION |
| NP 1650/59 | 0106-LF-081-5901 | CERTIFICATE OF APPRECIATION (WIFE) RETIREMENT/FLEET RESERVE |
| NP 1650/62 | | CERTIFICATE OF APPRECIATION (HUSBAND) RETIREMENT, FLEET RESERVE |
| OPNAV 15-1 | 0420-LP-400-0100 | NAVY LEADER'S FAMILY MANUAL |
| OPNAV 15-2 | 0420-LP-400-0200 | MAKING A HOME IN THE NAVY: IDEAS TO GROW ON |
| NAVEDTRA 10052AA | 0502-LP-050-2675 | BIBLOGRAPHY FOR ADVANCEMENT STUDY |
| NAVEDTRA 10061AN | 0502-LP-050-3070 | LIST OF TRAINING MANUALS AND CORRESPONDENCE COURSES |
| NAVEDTRA 10119A | 0502-LP-050-5960 | NAVY CUSTOMER SERVICE MANUAL |
| NAVEDTRA 10500 | 0502-LP-052-5030 | CATALOG OF NAVY TRAINING COURSES |
| NAVEDTRA 1848E | 0502-LP-054-2400 | PERSONNEL MANAGEMENT |
| NAVEDTRA 15240 | 0504-LP-076-2000 | CROSSROADS FOR THE MAN IN UNIFORM |
| NAVEDTRA 15934B | 0502-LP-079-6700 | LEADERSHIP SUPPORT MANUAL |
| NAVEDTRA 46601B | 0503-LP-003-0070 | DISABILITY SEPARATION - FACTS FOR YOUR FUTURE |
| NAVEDTRA 46602B | 0502-LP-003-0120 | ONCE A VETERAN |
| NAVEDTRA 46605C | 0503-LP-003-0290 | SURVIVOR BENEFIT PLAN FOR RETIRED MEMBER OF UNIFORMED SERVICES |
| NAVEDTRA 46607 | 0503-LP-003-0350 | HEAITH BENEFITS CHAMPUS AND OTHER SERVICE FAMILY PAMPHLET |

APPENIDX D - RETENTION MATERIALS

| FORM/PUB NO. | STOCK NUMBER | TITLE |
|---|---|---|
| NAVEDTRA 46609 | 0503-LP-003-0460 | USHBP INCLUDING CHAMPUS |
| NAVEDTRA 46902A | 0503-LP-004-5110 | CREDIT-MASTER OR SERVANT |
| NSO P 1459 | 0515-LP-064-0048 | U.S. NAVY TRAVEL INSTRUCTIONS |
| NSO P 6034 | 0516-LP-255-0209 | JOINT TRAVEL REGULATIONS, VOLUME I |
| NOS P 6034 | 0515-LP-255-1344 | JOINT TRAVEL REGULATIONS, VOLUME 2 |
| NOS P 6048 | 0515-LP-600-0022 | MILITARY PAY AND ALLOWANCES ENTITLEMENT |
| DOD 1304.20 | 0506-LP-130-4210 | HOMEOWNER'S ASSISTANCE PROGRAM |
| NSUP | 0503-LP-380-0080 | IT'S YOUR MOVE |
| NAVEDTRA MISC | 0503-LP-900-3060 | DRUG ABUSE QUESTIONS AND ANSWERS ABOUT |
| DD FORM 2057 | 0102-LF-002-0570 | CONTRIBUTORY EDUCATIONAL ASSISTANCE PROGRAM STATEMENT OF UNDERSTANDING |
| VA 29-75-1 | 0577-LP-010-0170 | SERVICEMEN'S AND VETERANS GROUP LIFE INSURANCE HANDBOOK |
| VA 29-8286 | 0577-LP-010-1090 | SERVICEMEN'S GROUP LIFE INSURANCE ELECTION |
| VA 29-74-4 | 0577-LP-010-0160 | INFORMATION ABOUT VETERANS GROUP LIFE INSURANCE |
| VA 28-8285 | 0577-LP-010-0170 | REQUEST FOR INSURANCE |
| VA 20-72-1 | 0577-LP-008-5000 | LOOKING AHEAD, YOUR RIGHTS TO VETERANS BENEFITS |
| VA 20-67-1 | 0577-LP-008-3000 | SUMMARY OF BENEFITS FOR VETERANS AND SERVICE MEN WITH SERVICE SINCE 31 JAN 55, AND THEIR DEPENDENTS |
| VA 26-4 | 0577-LP-008-6000 | QUESTIONS AND ANSWERES ON GUARANTEED AND DIRECT LOANS FOR VETERANS |
| VA 26-5 | 0577-LP-008-6001 | POINTERS FOR THE VETERAN HOMEOWNER |
| VA 26-6 | 0577-LP-008-6002 | TO THE HOMEOWNER VETERAN |
| VA 29-8290 | 0577-LP-010-0198 | SGLI CERTIFICATE |

MISCELLANEOUS

| | |
|---|---|
| BUPERSINST 1430.16 | MANUAL OF ADVANCEMENT |
| CNETINST 1560.3 | NAVY CAMPUS FOR ACHIEVEMENT (NCFA) MANUAL (STOCKED CNET (CODE 0153)) |
| COMNAVCRUITCOMINST 1130.8 | NAVY RECRUITING MANUAL (ENLISTED) - (STOCKED CRUITCOM) |
| NP 15887 | CAREER CRAM (STOCKED OPNAV (OP-136)) |
| NP 15980 | LINK (STOCKED NMPC-46) |
| NP 15653 | THE NAVAL RESERVISTS |
| NP 15003 | SCHOLARSHIP PAMPHLET FOR DEPENDENTS (STOCKED NMPC-641), (NEW PAMPHLET FOR COMING YEARS PROGRAM WILL BE AVAILABLE BEGINNING EACH NOVEMBER) |
| NP 15886 | SHIFTCOLORS (BUPERS NMPC-64) |
| NROTC CURRENT BULLETIN | SEND REQUESTS TO NAVY RECRUITING COMMAND IN ACCORDANCE WITH OPNAVINST 1533.4 |
| OPERATION HIGHLINE<br>BRIDGE TO A SECOND CAREER | STOCKED DIRECTOR, OPERATION HIGHLINE, NAVY LEAGUE OF U.S., 818 18 ST., NW, WASHINGTON, D.C. |

THE PAMPHLETS LISTED BELOW MAY BE OBTAINED THROUGH THE VETERANS ADMINISTRATION (VA):

| | | |
|---|---|---|
| VA IS-1 | 0503-LP-900-0945 | FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS (ALSO STOCKED GOVERNMENT PRINTING OFFICE) |
| VA-29-66-1 | | SERVICEMEN'S GROUP LIFE INSURANCE HANDBOOK |
| | | QUESTIONS AND ANSWERS ON MOBILE HOME LOANS TO VETERANS |

NOTE: ADDITIONAL RETENTION MATERIAL & PUBLICATIONS MAY BE FOUND IN APPENDIX II OF THE NAVY COUNSELORS HANDBOOK (NAVEDTRA 10238).

## APPENDIX E CHECK LIST FOR FLEET RESERVE/RETIREMENT APPLICANTS

### 1. PRIOR TO MAKING APPLICATIONS

#### 12 TO 18 MONTHS IN ADVANCE

Review Fleet Reserve eligibility requirements contained in MILPERSMAN 3855180.11

Obtain locally prepared statement of service from personnel office or career counselor (a suitable example is located in Chap. 16). Creditable Service for transfer to the Fleet Reserve idefined in MILPERSMAN 3855180.5 and ADDENDUM I, ENLTRANSMAN.

Review MILPERSMAN 3855180.9 for details concerning members in a limited duty status pending reevaluation or involved in physical evaluation proceedings.

#### 9-12 MONTHS IN ADVANCE

Select date for which you are fully eligible and make application for transfer to the Fleet Reserve using NAVPERS 1830/1. Ensure application is forwarded in sufficient time to reach CHNAVPERS no later than 6 months prior to desired to date, prefereably 9-12 months in advance.

### 2. AFTER FORMAL APPLICATION HAS BEEN SUBMITTED

Review wills and other legal documents. If update is required, contact legal services office.

Submit NAVCOMPFORM 2274 for estimated pre-retirement pay computations.

Review the following MILPERSMAN Articles and publications:

a. 3810200 - Pre-separation Ceremony
b. 3810260 - Place of Separation
c. 3810420 - Separation of Aliens
d. 3855260 - Physical Examinations of Fleet Reservists
e. 3855300 - Duties of Fleet Reservists
f. 3860220 - Separation Leave
g. 6220120 - Material available to assist member
h. Pertinent NAVOPS
i. NAVPERS 15891E, Navy Guide for Retired Personnel and Their Families
j. Pointers for the veteran homeowner, VA Pamphlet 2605 (current edition)
k. OPNAVINST 1720.3, Retired Navy Personnel Seminars
l. NAVCOMPTINST 7220.52, Retired Pay
m. SECNAVINST 1760.2, Navy League Operation Highline
n. Federal benefits for veterans and dependents VA IS-1 Fact Sheet (current edition).
o. NAVEDTRA 46602, Once a veteran
p. BUPERSINST 1750.1, Survivor Benefit Plan (SBP)
q. TRANSMAN, Addendum 1
r. General information concerning Civilian Health and Medical Program of the Uniformed Services, CHAMPUS Pamphlet 60-10.8R( current edition)
s. NAVCOMPNOTICE 7220, Pre-retirement Pay Information

This review will provide the opportunity for familiarization with many of the subjects to be covered at the pre-separation interivew, which is normally conducted approximately 45 days after receipt of Fleet Reserve Transfer Authorization (NAVPERS 1830/2).

#### 120 DAYS PRIOR TO TRANSFER

Make arrangements for separation physical and dental examination.

Attend (with spouse, if available) any local Pre-Retirement Seminars. If Navy seminars are not available, attend any service sponsored seminar as VA benefits, Social Security and other topics applicable to all services are normally on the agenda.

90 DAYS PRIOR TO TRANSFER

Make arrangements for dependent travel, if applicable.

60 DAYS PRIOR TO TRANSFER

Make arrangements for shipment of household goods.

Coordinate with disbursing regarding allotments to be continued or discontinued. Review the "Navy Guide for Retired Personnel and Their Families" for details.

Initial certificate of termination of mortgage insurance (DD Form 803), if applicable (SECNAVINST 1741.4).

Notify cognizant housing activity of termination of public quarters, if applicable.

45 DAYS PRIOR TO TRANSFER

Pre-separation Inverview. Appendix B. Navy Retention Team Manula contains topics to be covered at this interview.

Make SBP election (BUPERSINST 1750.1)

30 DAYS PRIOR TO TRANSFER

Complete locally prepared separation sheet. This sheet can be obtained from the personnel office.

Update of Record of Emergency Data (NAVPERS 1070/602).

Review MILPERSMAN 6230120 concerning SGLI, NSLI, VGLI, insurance.

Relief of any collateral duties.

Investigate supplemental medical insurance in accordance with personal requirements.

Advise personnel office of any dependents receiving medical care (SECNAVINST 6320.8).

Obtain pertinent copies of health record pages for establishing service connected disability with the V.A.

15 DAYS PRIOR TO TRANSFER

Sumit application for appropriate I.D. cards.

Turnover custody of any equipage or government property.

Return all classified matter, registered publications, etc.

4. BASIC DOCUMENTS TO BE DELIVERED TO INDIVIDUAL AT TIME OF TRANSFER

a. Original Enlisted Classification Record (NAVPERS 1070/603)
b. Original Navy Occupation/Training and Award History (NAVPERS 1070/604)
c. Original History of Assignments (NAVPERS 1070/605)
d. Orignial DD-214
e. Release orders (figure A-6, ADDENDUM I, ENLTRANSMAN)
f. Armed Forces ID Card (DD Form 2N (Retired)
g. Uniform Services Identification and Privilege Care (DD Form 1173), if applicable.
h. Documents of a personal nature (bith certificate, originals of citations, commendations, etc.)
i. Duplicate Enlisted Performance Evaluations

j. Information and instruction sheet regarding dependent travel claims, if applicable (Figure A16, ADDENDUM I, ENLTRANSMAN)
k. Once a Veteran (NAVEDTRA 46602)
l. Report of Medical Examination (SF 88) (certified copy)
m. Information about Servicemen's Group Life Insurance (VA Pamphlet 29-66-1)
n. Certificate of Appreciation for wife or husband, if applicable (NAVPERS 1650/59/1650/62)
0. Certificate of transfer to the Fleet Reserve (NAVPERS 1830/3)
p. Certified copy of SBP election form
q. Copy of Fleet Reserve Transfer Authorization (NAVPERS 1830/2) and any modifications.

5. IMMEDIATELY UPON TRANSFER TO THE FLEET RESERVE

a. Report to VA medical facility for dental check (rights expire one year after release from active duty)

b. Establish degree of service connected disability with the VA. (This is of utmost importance).



Reverse Blank

* U.S. GOVERNMENT PRINTING OFFICE:1986 151-609/42567